Requisition for Addressing & Mailing Services

Clock in job requisition, top edge into clock. Submit all copies to Mail Services personnel. The pink copy will be returned when all work is completed; the yellow copy will be returned when all charges have been made.

		DATABASE JOB NO.
DEPARTMENT NAME	CONTACT	PHONE NO.
ACCOUNT #		ROOM #

Addressing, Labeling, & Mailing Services

QTY U.S.: Foreign:	DATE REQUIRED

WAFER SEALING

None ❑ All ❑ Indicia only ❑ Other:

ADDRESSING METHOD (CHECK ***ONE*** ONLY)

(A) Inkjet ❑ **(B)** Merge Print ❑ **(C)** OffSvcs labels ❑ **(D)** Pre-addressed labels ❑

FILE NAMES

POSTAGE PAYMENT METHOD Meter ❑ Indicia ❑	MAILING METHOD First Class ❑ Standard (Third Class) ❑

MATERIAL

Card ❑ Envelope ❑ Self-Mailer ❑

DESCRIBE ITEM TO BE ADDRESSED AND ***ATTACH SAMPLE***

COUNT	COMPLETION DATE	STAFF INITIALS

Collating & Inserting Services

ITEMS PER COLLATED SET OR INSERTIONS PER ENVELOPE	NUMBER OF COLLATED SETS OR ENVELOPES

DESCRIBE JOB AND ***ATTACH SAMPLE***

CHARGES	COMPLETION DATE	STAFF INITIALS

COMPLETED WORKSHEETS

Addressing jobs ❑ **Permit info ❑** **Chargebacks ❑**

ACCOUNT CHARGEBACKS

WaferSeal _____

List Setup _____

Addrssing _____

Postage* _____

Transport _____

Inserting _____

Other charges:

_____

_____

_____

_____

***Permit postage only; meter charges not included**

Total Charges