

Fields outlined in red are required fields



ORDER FOR MAIL SERVICES

RECEIVING/MAILROOM - (310) 434-4477 - FAX: (310)434-3608 - Email: [dept\\_mailroom@smc.edu](mailto:dept_mailroom@smc.edu)

DEPARTMENT  DATE  NO. OF PIECES

DESCRIPTION OF MAILING

MATERIAL TO COME FROM:  DEPARTMENT  OTHER SUPPLIER'S NAME

**SERVICES REQUESTED:** **DESIRED DATE OF MAILING**

**POSTAGE**

**SERVICES**

- 1st Class
- Pre Sort First Class
- BULK MAIL/Non Profit
- ADDRESSING (Mailing list can be attached to email when submitting)
- BULK SORTING
- FOLDING
- TABBING
- INSERTING
- NO. OF INSERTS
- OTHER

SPECIAL INSTRUCTIONS:

AUTHORIZED BY:  PHONE:

**MAIL SERVICE USE ONLY**

Job Number  Received in Mail Services

**MATERIALS RECEIVED:**

- Outside Vendor
- E-mailed
- Picked Up
- Department Dropped Off

Date Completed  Date(s) Mailed

**BILLING:**

|                      |                              |                      |                |                      |
|----------------------|------------------------------|----------------------|----------------|----------------------|
| Addressing:          | No. of Pieces                | <input type="text"/> | Postage        | <input type="text"/> |
|                      |                              |                      | 22             | <input type="text"/> |
| Inserting            | No. of Pieces                | <input type="text"/> | No. of Inserts | <input type="text"/> |
|                      |                              |                      | 23             | <input type="text"/> |
| Tabbing:             | No. of Pieces                | <input type="text"/> | 21             | <input type="text"/> |
| Folding:             | No. of Pieces                | <input type="text"/> | 20             | <input type="text"/> |
| Bulk Mail Processing | _____ Hours @ _____ Per Hour |                      | 24             | <input type="text"/> |
| Additional Services  | <input type="text"/>         |                      | 25-30          | <input type="text"/> |

MAIL SERVICE COMMENTS:  Labor Total   
GRAND TOTAL