***Slippery Rock University Bulk Mailing – Addressing – Tabbing Work Request Form***

Name: Click here to enter text. Department: Click here to enter text.

10 Digit Fund Center Number: Click here to enter text. Phone Number: Click here to enter text.

10 Digit Fund Center Number for Postage Costs (if different): Click here to enter text.

Date Submitted: Click here to enter a date. Date to be Completed: Click here to enter a date.

Authorized By: Click here to enter text.

**Services**

Fold and Insert into Envelope  Tabbing

Inkjet Address Only

Inkjet Address and Mail

Mail File Name (Microsoft Excel preferred): Click here to enter text.

Promotional Message: Click here to enter text.

**Mailing Info**

Campus Mailing

First Class Mail (less than 500 pieces)

Standard Mail – Bulk (200 piece minimum)

First Class Mail – Bulk (500 piece minimum)

\* Please include a sample of the piece(s) to be mailed.