WESTERN NEW ENGLAND | WNE
U N I V E R S I T Y

Mail Processing/Postage Expense Request
ADDRESSING • BULK MAILINGS • INSERTING REQUESTS • SPECIAL SERVICES

Please complete this form to assure that your mail is processed correctly.

Inserting (Allow one week for processing)
Inserts not to exceed four items. Provide samples if possible. Please write in name of each insert.

#1 Insert _____   #3 Insert _____

#2 Insert _____   #4 Insert _____

#10 Window envelope - Quantity _____   #10 Closed faced envelope - Quantity _____

For Document Matching jobs complete special envelope form available from Mail Services

Client Information

Date _____

Project name _____

Originator _____

Department _____

Telephone _____

Account # _____

Number of pieces _____

Completion date requested _____

Authorized signature _____

For Campus Mail Services Use Only

Date completed _____

Postage per piece _____

Total Postage used _____

Processed by _____

Service Requested

Stamps .... ☐
 # of Rolls ____   #of Books of 10 ___   of 20_____

1st Class .... ☐

Priority Mail .... ☐

1st Class presort (min. 500 pieces) .... ☐

Smart Mail (without zip order) .... ☐

Bulk Mail (nonprofit - min. 200 pieces) .... ☐
(Allow up to 5 days for processing)

Media Mail (Book Rate) .... ☐

FedEx Ground... ☐

United Parcel Service (Ground) .... ☐

Over Night Express .... ☐
 FedEx_____   USPS ____   UPS_____

2-Day Express... ☐
 FedEx_____   USPS ____

International Mail.. ☐

Certified Mail .... ☐
 Return Receipt_____

Other .... ☐