

**Gustavus Adolphus College
Postal Services**

JOB REQUEST Name of Mailing:

Instructions: Hit the "Tab" key to move through the fields and enter your job request information. Once completed, send the form and the mailing list to mailroom@gustavus.edu. Staff in the mailroom will process the job when the job request, list, and mail piece arrive in the mailroom. When the job is complete, we will e-mail the form back to you with the date, total sent, and amount posted to your account. If you have any questions regarding mail piece design, please contact the Mailroom @ 507-933-6086.

Date Sent:

Date mailing must be completed:

Can Mailing be Sent Prior to Date Specified:

☐ Yes ☐ No

Please allow 1 business day if list is < 2500. If > 2500, please allow additional time or contact the Mailroom @507-933-6086 to schedule mailing.

Department to be Charged:

Account #:

Staff Contact:

Phone #:

Name of Address List:

Number on List:

Special List Instruction: (For example – dupe check, do not change order, etc.)

Special Addressing Instructions: (For example – Family of, Messaging, List fields to be used and layout)

Mail Piece Content: For example – Letter (number of pages & description,) Return Envelope (courtesy reply, business reply, & addressing information), Flyer. Please be specific with exact content of the envelope. Staff contact person is encouraged to assemble a sample.

Postage Rate:

Special Instructions:

We encourage you to consider including an indicia on all standard mailings > 200 and all first class mailings >500.

DATE COMPLETED:

TOTAL SENT:

AMOUNT POSTED TO YOUR ACCOUNT: \$