Clear Form

USF Post Office **MAIL SERVICE DOCUMENT** for **PERMIT MAIL** MPFPER2008

DEPARTMENT NAME	MAIL CODE
MAILER'S MANUAL SIGNATURE	PHONE #
PRINT NAME	DATE

FAST CHARTFIELDS		**GRANTS ONLY (PROJECT)**	
BUSINESS UNIT		PROJECT CODE BUS.UNIT	GRT01
OPERATING UNIT		PROJECT	
FUND CODE		ACTIVITY ID	
DEPARTMENT(ID)		ANALYSIS TYPE	GLE
PRODUCT			
INITIATIVE			

USF Post Office will process the mailing for you. This includes • correcting the address to ensure that the mail is deliverable to a delivery point from the USPS database • matching the mailer's address records with customer-filed change-of-address orders in the USPS database • applying an address and barcode • sack or tray • prepare the required paperwork • deliver the mailing to the US Postal Service. See Other Services below.

What is the title of your mailing? _____

Is your mail already addressed? Yes ( ) No ( )

If no, do you want us to address your mail using your address list that is on a disk ( ) e- mail file ( )? ✔ one

Please note. If you send us a MS Access file, you have to change the file extension to .txt.

What is the name of the program used to create your address list? MS Excel

What is the file name? _____

Postage Permits	**Indicate Quantity**	
First Class		
Nonprofit Standard Mail		Standard Mail costs less and is slower than First Class Mail. Please plan accordingly.
Regular Standard Mail		

Other Services:
All Permit Mail must have a return address and permit indicia. To qualify for automation postage discounts the mail must also be sealed or tabbed shut. Please note that our machines can only seal letter size mail.

Do you want us to :

Apply your return address Yes ( ) No ( )

Apply our permit indicia Yes ( ) No ( )

Apply an Ancillary service endorsement Yes ( ) No ( )

Seal or tab shut the mail Yes ( ) No ( )

Fold and/or stuff the mail Yes ( ) No ( )

Á Give us this document and two sample pieces of the mail with each mailing.
Á Deliver or mail disks to USF Post Office PPA109.
Á E-mail files to bulkmail@admin.usf.edu

USF Post Office use only

CLERK'S INTIALS

JOB#

POSTAGE

PROCESSING FEE $

Contact Information:

- Bulk/Permit mail : 974-3885
- Billing: 974-2313 or 974-3885

Visit our Web Page – http://www.pplant.usf.edu/index.php/usf-post-office