

BULK MAIL REQUEST FORM

610-519-7461
Fax 610-519-4472



Job Title _____

Department _____

Budget Acct. # -

Extension _____

Requested Mail Date _____

Class of Mailing:

Anticipated in-home Date _____

First Class

LTR - .49¢ ea
1 - 2 days
postal transit time
from mail date

First Class Presort
minimum - 500 pcs

LTR - .41¢ ea
2 - 3 days
postal transit time
from mail date

Standard Non-Profit
minimum - 200 pcs

LTR - .19¢ ea
5 - 9 days
postal transit time
from mail date

On Campus Distribution

All Faculty & Staff
1 - 2 days from receipt of
material by Mail Services.

NO CHARGE

FOR A DETAILED POSTAGE RATE SHEET, PLEASE SEE OUR WEBSITE

<http://www1.villanova.edu/villanova/services/mail.html>

For additional information OR if your mail piece is over 6.25" x 10.5", contact ext. 9-7461

Method of Postage:

Permit 501 (indicia must be printed on mail piece)

Meter

Mail Piece Information:

Mail Piece Description

Self - mailer

Envelope with insert(s)

Wafer seal

How many inserts _____

Requesters Name _____

When completed, deliver surplus to _____

* PLEASE ALLOW 2-3 DAYS FOR MAIL PROCESSING SERVICES SUCH AS **ADDRESSING, WAFER SEALING, INSERTING**, ETC. *

Additional Instructions:

PLEASE PRINT A COPY FOR YOUR RECORDS BEFORE CLICKING ON THE SUBMIT BUTTON