

Mailroom Large Project Mailing

Project Name: _____

Date: _____ Dept. Name: _____

Billing Code: _____ # of pieces(min. 1000): _____

- Bulk
- First Class

Mail out no later than: _____

Operations required: (please check)

- Signature Stamp
- Labeling
- Stuffing
- Metering
- Other _____

Special Instructions: _____

FOR MAILROOM USE ONLY:

Charges: \$ _____ Date Completed: _____ By: _____