USF Post Office **MAIL SERVICE DOCUMENT** for **CAMPUS MAIL**   MPFexternalCAM2008

CUSTOMER ID # MPF	
BUSINESS OR DEPT. NAME	MAIL CODE
MAILER'S MANUAL SIGNATURE	PHONE #
PRINT NAME	DATE

USF Post Office will apply a name and campus address to the mail. Then we will sort and deliver the mail to the appropriate campus address.

- What is the title of your mailing? _____

- How many pieces of mail are in the mailing? _____

- Do you want us to address the mail using the university's employee address list?   yes (   )

OPTION 1			OPTION 2	
Select employee type, choose one or more	**Select location,** choose one or more.		**Select position type,** choose one or more. This option does not allow you to select employee type or location	
STAFF	TAMPA CAMPUS		DEAN	
ADMIN	LAKELAND CAMPUS		VICE PRESIDENT	
FACULTY	SARASOTA CAMPUS		DIRECTOR	
OPS	ST PETE CAMPUS		DEPARTMENT HEAD	
			FACULTY CHAIR PERSON	

Mailer understands that campus addresses and names are extracted from GEMS, and all undeliverable mail will be returned to mailer.
          Signature _____

- Do you want us to address the mail using your address list that is on a disk (   ) or an 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? _____

  - What is the file name? _____

Other Services:
All campus mail should have a USF return address. If there is no return address on the outside, the department name must be located within each piece of mail. Sealing or tabbing shut campus mail is optional. Please note that our machines can only seal letter size mail.
Do you want us to :
Apply your return address   Yes (   ) No (   )   Fold and/or stuff the mail   Yes (   ) No (   )

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

▪ Give us this document and two sample pieces of the mail with each mailing. ▪ Deliver or mail disks to USF Post Office PPA109. ▪ E-mail files to bulkmail@admin.usf.edu	**USF Post Office use only**
	CLERK'S INTIALS
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	JOB #
		PROCESSING FEE $