Mail Services
Automated Mailing Center

Standard A Bulk Mail

Job Request Form

Pacific
University
Oregon

Department	Account Number	Title of Mailing	Today's Date
Contact Person	Phone	Email File Name	Requested Mailing Date

MAILING MATERIAL (This is what you are providing.)

☐ Letter   ☐ Postcard

☐ Brochure   ☐ Survey

☐ Newsletter   ☐ Envelope

☐ Flyer   ☐ Return Envelope

☐ Other_____ ☐ Business Reply
                   Envelope

Please check with Automated Mailing Center for automation compatibility standards regarding size, weight and dimensions before finalizing your mail piece.

REQUIRED INFORMATION BEFORE MAILING CAN BE PROCESSED

1. Email Nicolaus.Gray@pacificu edu with the database, include only the fields in the address that you want printed on each mail piece
2. Provide all supplies necessary for job completion with the completed job request form to the Automated Mailing Center. **Clearly label all materials!**
3. Notify Automated Mailing Center if specific font type, size, or format is desired.
4. Make a selection for each:

   Delete Duplicates? ☐ Yes ☐ No

   If yes, how would you like to reference duplicates? ☐ Exact Name ☐ Exact Address ☐ Household

   Do you need a presorted file returned to you for a mail merge? ☐ Yes ☐ No

   Where did the database originate from? ☐ Your Office ☐ Benefactor ☐ Razors Edge ☐ Other_____

5. Special Instructions and a description of your job _____

AUTOMATION REQUIREMENTS

- 200 piece minimum of deliverable addresses.
- All mail pieces must be the same size, weight & contents.
- Only domestic mail can be sent at bulk rate. Foreign addresses will be deleted!
- The return address must be: Pacific University 2043 College Way Forest Grove, OR 97116 for both Forest Grove and Hillsboro Campuses due to postal permit regulations.
- Allow 2 - 7 business days for Bulk Mail processing time. Additional time is required for campus print services.
- Provide **TWO** samples of the mail piece when making this request.
- Some jobs may require additional staff support from your department. We will notify you if necessary.

* Notify the Service Center that your materials will be used in a bulk mail and allow additional time for turn over. Departments are responsible to deliver supplies to the Automated Mail Center.

STANDARD A NON-PROFIT BULK MAILINGS

will be processed using the USPS required regulations Including:

- Cass Certified Database
- Move Update
- Standardized Zip + 4 Addressing
- Barcode addresses
- Delivery Point Verification
- Ink Jet Addressing
- Folding, Tabbing, Inserting, Sealing, Strapping, & Delivery

ADDRESS UPDATE INFORMATION

A PDF file will be sent via email providing a list of undeliverable addresses and updated address changes. This information is provided to update databases. Additional reports are available upon request in different formats.

FOR OFFICE USE ONLY
Job Order Received _____
Date Completed & Mailed _____
Copy Made of Billing Form_____

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