Mail Services
Automated Mailing Center
Address Update Service ONLY

Job Request Form

Pacific
University
Oregon

Department	Account Number	Requested Completion Date	Today's Date
Contact Person	Phone	Email File Name	

REQUIRED INFORMATION BEFORE ADDRESSES CAN BE PROCESSED

1. Email heplerd@pacificu.edu with the database.

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

3. Special Instructions and a description of your job _____
_____

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. Allow 2 - 7 days for Automation processing time.

FOR OFFICE USE ONLY
Job Order Received _____
Date Completed & Mailed _____

Revised 04/10 SC