



1650 Hanshaw Road
Ithaca, NY 14850-9102

Mailing Order Form

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Order Date _____ Mail Date _____ Title of Mailing _____ Quantity _____

Contact _____ Phone _____ Kuali Number _____ Email _____

Department _____ Address _____

Mailing pre-stuffed?	Yes	No	Mailing pre-addressed?	Yes	No	Addresses in zip code order	Yes	No
Dated material?	Yes	No	Matching required?	Yes	No	Folding	Yes	No
If fold required type	Letter Fold or "Z" Fold					Fold with	Head IN or OUT	
Pre-printed indicia?	Yes	No	Need to meter?	Yes	No	Need live stamps?	Yes	No
Self Mailer?	Yes	No	Tabbing?	Yes	No	Poly Bagging?	Yes	No
Print mail merge letter?	Yes	No	Blue Signature on letter?	Yes	No	Duplex printing?	Yes	No
Supplied letterhead?	Yes	No	Print in full color or black					
Mail International addresses?	Yes	No	<i>if mailing International addresses Air Mail or Surface</i> _____					

MATERIALS	SIZE	ITEM	FURNISHED BY
Envelope	_____	_____	_____
Enclosure #1	_____	_____	_____
Enclosure #2	_____	_____	_____
Enclosure #3	_____	_____	_____
Enclosure #4	_____	_____	_____
Enclosure #5	_____	_____	_____
Enclosure #6	_____	_____	_____

Addressing

Labels
Electronic
NOCA
Dedupe

Distribution

Post office
Campus Mail
Return to customer

Postage

First Class
Periodicals
Standard (bulk)
Media (Bound Printed Matter)

Surplus Materials

Return to Customer
Recycle
Hold for additional mailings

Location for Leftovers to be returned

Special Instructions

