

MAIL SERVICES
BULK Mail Requisition

Date

Department

17-Digit Account #

Quantity

Dispatch Date

Authorized Signature

Labels, content, envelopes, and zip code count sheets should accompany this form unless already in mailroom inventory. Describe content and envelopes below and include specific directions.

MAIL SERVICES
BULK Mail Requisition

Date

Department

17-Digit Account #

Quantity

Dispatch Date

Authorized Signature

Labels, content, envelopes, and zip code count sheets should accompany this form unless already in mailroom inventory. Describe content and envelopes below and include specific directions.

MAIL SERVICES
BULK Mail Requisition

Date

Department

17-Digit Account #

Quantity

Dispatch Date

Authorized Signature

Labels, content, envelopes, and zip code count sheets should accompany this form unless already in mailroom inventory. Describe content and envelopes below and include specific directions.

MAIL SERVICES
BULK Mail Requisition

Date

Department

17-Digit Account #

Quantity

Dispatch Date

Authorized Signature

Labels, content, envelopes, and zip code count sheets should accompany this form unless already in mailroom inventory. Describe content and envelopes below and include specific directions.