

# VARIABLE DATA MAILING REQUEST SHEET

Mail Services 487-2334

Contact Name:

Contact Email:

Department:

Phone:

Account #:

Name of Mailing:

Mailing target date:

How many are being mailed?

Class of mailing: First class  Non-profit:

Presorted: Yes  No

ACS: Yes  No

## LETTERHEAD

Do we need to print letterhead? Yes  No

How many:

Order date:

Finished date:

## ENVELOPE

Do we need to print envelopes? Yes  No

Who prints envelope:

How many:

Order date:

Finished date:

## OTHER INSERTS

Are there other inserts going into the envelope? Ex: postcard, brochure, reply envelope No  Yes:

List the items: , , ,

Are these already printed? Yes  No  Will MTU Print shop be doing these? Yes  No

## MAILING LIST

Who is sending this?

Name of list and location:

Send letter text to: [acollins@mtu.edu](mailto:acollins@mtu.edu)