

MichiganTech BULK MAIL CENTER WORK ORDER

► **Processing time varies, depending on when the Bulk Mail Center is supplied with all necessary materials, as well as the types of tasks to be performed. Allow a minimum of three days for processing.**

Department _____ Account number _____ Date of order _____

Contact person _____ Telephone _____ Requested mailing date _____

Job description/Title	Piece count
<input type="checkbox"/> Yes To keep address lists up-to-date , do you want a postal endorsement on mail piece to instruct the USPS to provide any address correction/information they have on file? (There is a USPS fee for each mail piece returned.) <input type="checkbox"/> No	
Class of mail (Please check) <input type="checkbox"/> Nonprofit Bulk Rate (US) <input type="checkbox"/> Other (US) <input type="checkbox"/> Air Mail (international) <input type="checkbox"/> Regular Bulk Rate (US) <input type="checkbox"/> On Campus <input type="checkbox"/> Surface Mail (international) <input type="checkbox"/> First Class (US)—Presorted Bulk Rate <input type="checkbox"/> Basic First Class—Single Piece Rate	
Type of mail piece used <input type="checkbox"/> Self-mailer (brochures, booklets, newsletters with permit imprint) <input type="checkbox"/> MTU #10 envelope supplied by department <input type="checkbox"/> MTU #10 envelope supplied by BMC <input type="checkbox"/> Other _____	Enclosures (Please identify) If machine inserting, 7 inserts maximum 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
Permit number used	
Special instructions	

For BMC Use Only	
Postage charges _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ Total = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ Total = \$ _____	Process to be performed <input type="checkbox"/> Machine labeling <input type="checkbox"/> Endorsement _____ <input type="checkbox"/> Print permit indicia _____ <input type="checkbox"/> Fixed message _____ <input type="checkbox"/> TAB 1 or 2 <input type="checkbox"/> Insert by machine <input type="checkbox"/> Meter postage <input type="checkbox"/> Seal or unseal envelope <input type="checkbox"/> Sort/tie/tray or sack <input type="checkbox"/> CAMPUS ADDRESSING <input type="checkbox"/> NOTATIONS
Postage savings from discounts from Basic Rates	
Fees _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ _____ @ _____ = \$ _____ Total = \$ _____	DATE materials received <hr/> Date file and reports received <hr/> TOTAL CHARGES TO DEPARTMENT Postage= \$ _____ Fees= \$ _____ Grand Total= \$ _____ Date completed <hr/> Work order number <hr/>