

FAU BULK MAIL ACCEPTANCE FORM

(Three copies of this form are required)

All mailing need to be consulted by mail center due to USPS regulation. Please call 7-372

WORKDAY SMARTTAG # (Dept. #)		Please Check One:	
Department Name:		<input type="checkbox"/>	FIRST CLASS BULK MAIL
Phone#:		<input type="checkbox"/>	BULK STANDARD MAIL
Date:			
Authorized Department Signature _____ Printed Name _____			
Non-Profit Bulk Mail	Quantity	Bulk Mail Standard costless but is slower than First Class Mail. Once we process Bulk Mail Standard and delivered to the U.S. Post Office, it may take up to an additional 2 days for delivery. First Class mailing will go at first class rates with a 1-3 day set delivery time.	
			FAU Post Office use only:
Expected Date to Recipient		Permit \$	
DATE _____		Process \$	
		Pick-up Date	
	Minimum	For assistance call: 561-297-3172	
	200 pcs NPM		
	500 pcs FCM		
What is the title of your mail piece?			
Indicate your special instructions here. Please include address services that you will require.			
Please submit this Voucher & two samples of your mail piece along with any disks and/or labels to the FAU Mail Center.			Pick-up Date:
FAU Postmaster/Bulk Mail Coordinator Signature _____			
Please check One:		<input type="checkbox"/>	Direct from Printer to Post Office
		<input type="checkbox"/>	Through Campus Mail Center

PLEASE NOTE:

- Timeline for job completion must be discussed and determined by customer and Bulk Mail Service Provider, and will be followed up by email notification.
- PRINTING be
- U.S Post Office: Please attach a copy of this form to the 3602N form 360

Florida Atlantic University appreciates your assistance in tracking and identifying all of our mailings.