

BULK MAILING JOB REQUEST

Your Name: _____ Date: _____ Phone # _____

8-Digit CBORD _____ Colleague (DataTel) No.: _____

- Submit your list as a **CSV** file format, with all the addresses on one tab.
- Include **FIRST AND LAST** names in separate columns—best for address verification.
- Please send a separate file for International addresses.
- Include 5 physical samples of your mailing for weight and thickness measurements (see below).
- Email your files to doccenter@luther.edu or include the shared folder location.

File Name: _____

Number of records placed in the file: _____ Material to be printed on: _____

Type of mailing to be used: Marketing Mail First Class Presort Other _____
(select one)

If you are printing postcards, the address can be printed on simultaneously as your design is printed (variable data). We can even do image replacement with your mailing data, please contact the Document Center for any variable data questions.

Please list your address block:

Name 1 _____
Name 2 _____
Address 1 _____
Address 2 _____
Address 3 _____
City, State, Zip _____

With each mailing we will need 5 complete samples of the contents in your mailing. The samples must contain exactly what will be sent out in the mailing. If the mailing consists of self-mailers, then all of them must be brought to the Document Center located on the ground floor of Main.

If we are printing labels for your mailing we will still need samples sent to the Document Center to determine the cost of the mailing. We will not be able to process your mailing until we receive the required **5 samples**.

ANCILERARY SERVICES (check only one, or leave blank)

Standard Bulk Mail charges an extra fee for these services, First Class presort will forward or return your mail for free.

- | | |
|--|---|
| <input type="checkbox"/> Address Service Requested | <input type="checkbox"/> Change Service Requested |
| <input type="checkbox"/> Return Service Requested | <input type="checkbox"/> Forwarding Service Requested |

If you have any questions please call ext. #1631 or #1013 and we would be happy to assist you.

Thank you!