Midwestern State University

Post Office Work Request

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1ST CLASS \_\_\_\_\_COST\_\_\_\_\_MONEY SAVED DEPT\_\_\_\_\_

 1st Class Mail ☐ Bulk Mail ☐

Services to be performed:

\_\_\_\_\_Folding @ .02 per piece \_\_\_\_\_Stamp Bulk # @ .05 each \_\_\_\_\_Printing addresses @ .05 each

\_\_\_\_\_Inserting @ .02 per insert \_\_\_\_\_Sealing @ .05 per piece \_\_\_\_\_Put in Zip Order @ .05 each

\_\_\_\_\_Cleaning address files @ .02 per address \_\_\_\_\_Tabbing @ .05 each plus cost of tabs

\_\_\_\_\_Labeling @ .05 each plus cost of labels

Name of File: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emailed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date emailed \_\_\_\_\_\_\_\_\_\_

PIECES \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bulk Mail

 Actual Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billed Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Profit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Mail Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request taken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date completed to main PO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problems: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date contact person notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_