

# Bulk/Presort Mail Control Sheet

*THIS FORM MUST ACCOMPANY YOUR MAIL-OUT.*

**\*BULK:**

Must have 200 or more qualifying pieces with at least 125 pieces with the same Zip Code.

**\*FIRST CLASS PRESORT:**

Must have 500 or more qualifying pieces with at least 125 pieces with the same Zip Code.

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CAMPUS: \_\_\_\_\_

SERVICE REQUESTED:

\_\_\_\_\_ BULK  
\_\_\_\_\_ FIRST CLASS PRESORT

_____ 75701	_____ 75604	_____ 76513	_____
_____ 76527	_____ 76539	_____ 76540	_____
_____ 76542	_____ 76543	_____ 76544	_____
_____ 76547	_____ 76550	_____ 76559	_____

**OTHERS (LIST)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REGULAR MAIL LETTER & PACKAGE SHIPPING REQUIREMENTS

1. The package must be clearly addressed, including your return address.
2. The package must be secured using plastic, paper, or cloth mailing tape.
3. This form must be completed and accompany the package showing what type of shipping, and what services are preferred.
4. You must declare the value of the package as all packages are insured for \$100.00 unless otherwise stated.
5. Packages must be received in the mailroom by 2:00 p.m. if you it processed that day.

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**SHIPPING FORM**

**CAMPUS PROGRAM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BUDGET CODE:** \_\_\_\_\_

**SHIPPING PREFERRED:**

- 1) \_\_\_\_\_ U.S. MAIL
- 2) \_\_\_\_\_ U.S. MAIL CERTIFIED WITH RETURN RECEIPT
- 3) \_\_\_\_\_ FEDERAL EXPRESS
- 4) \_\_\_\_\_ NO PREFERENCE

**SERVICES PREFERRED:**

- 1) \_\_\_\_\_ GROUND
- 2) \_\_\_\_\_ NEXT DAY AIR
- 3) \_\_\_\_\_ 2<sup>ND</sup> DAY AIR
- 4) \_\_\_\_\_ INTERNATIONAL

**ESTIMATED VALUE OF PACKAGE: \$** \_\_\_\_\_  
(All packages are insured for \$100.00 unless otherwise stated.)

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CAMPUS ADMINISTRATOR SIGNATURE

DATE

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**TO BE COMPLETED BY MAIL ROOM. (254-336-0141)**

**AMOUNT OF POSTAGE: \$** \_\_\_\_\_