

# Mailing Center Work Request

Box 10000 • Harding University • Searcy, AR 72149

XLS	
M.I.	

Work Request Number \_\_\_\_\_

Date	Contact Name	Phone Number	Address
Company or Department	Account Number	Requested Mail Date	

Delivery Method	Job Description	Material Type
Campus Mail <input type="checkbox"/>	Print <input type="checkbox"/>	Booklets <input type="checkbox"/> Newsletters <input type="checkbox"/>
Presorted Standard <input type="checkbox"/>	Fold <input type="checkbox"/>	Brochures <input type="checkbox"/> Newspapers <input type="checkbox"/>
Presorted Nonprofit <input type="checkbox"/>	Insert <input type="checkbox"/>	Envelopes <input type="checkbox"/> Postcards <input type="checkbox"/>
Presorted First-Class <input type="checkbox"/>	Label <input type="checkbox"/>	Flyers <input type="checkbox"/> <input type="checkbox"/>
First-Class <input type="checkbox"/>	Tab <input type="checkbox"/>	Labels <input type="checkbox"/> <input type="checkbox"/>
Periodical <input type="checkbox"/>	<input type="checkbox"/>	Letters <input type="checkbox"/> <input type="checkbox"/>
No Postage <input type="checkbox"/>	<input type="checkbox"/>	Magazines <input type="checkbox"/> <input type="checkbox"/>

Special Instructions: \_\_\_\_\_

There will be a minimum charge of \$10.00 for all services (excluding NCOALink only).

**Service**

Print (price per address)

Delivery Address	\$0.02	_____
Return Address	\$0.02	_____
Permit	\$0.01	_____

Fold and Insert (price per piece)

Sheet (No.) _____	\$0.02	_____
Additional Item (No.) _____	\$0.02	_____

Processing

Presort List for Postage Discounts	\$25.00	_____
NCOALink Only	\$5.00	_____
Format List	\$10.00	_____
Containers (Over 10)	\$0.50	_____

Other Services

Word Merge (price per sheet)	\$0.05	_____
Hand Insert	\$0.05	_____
Hand Affix Labels or Stamps	\$0.05	_____
Count and Bundle	\$0.20	_____
Fold Only	\$0.01	_____
Seal Only	\$0.01	_____
Collating (price per page)	\$0.05	_____
Misc. Services (price to be determined)		_____

**Materials**

Labels	\$0.01	_____
Tabs (No.) _____	\$0.02	_____
Paper	\$0.01	_____

**Mail Piece Characteristics**

Number of Sample Mail Pieces: _____
Width: _____ Height: _____
Thickness: _____ Weight: _____

Name of Job \_\_\_\_\_

Date Started \_\_\_\_\_ Date Mailed \_\_\_\_\_

Containers	Total Pieces

Savings: \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

Service: \$ \_\_\_\_\_

Materials: \$ \_\_\_\_\_

Billing Amount: \$ \_\_\_\_\_