



# Mail Services

THE UNIVERSITY OF TEXAS AT AUSTIN

## BULK MAIL CONSULTATION REQUEST

CONTACT NAME \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

DEPARTMENT NAME \_\_\_\_\_

### SERVICES OFFERED

- Inkjet Addresses
- Mail list evaluation
- Automatic inserting
- Manual fulfillment
- Folding
- Tabbing
- Barcoding
- National Change of Address

### ADVANTAGES

1. Discount on postage
2. Accurate addresses
3. Faster work
4. Save money on labels, ink

### SPECIFICATIONS

Number of pieces \_\_\_\_\_  
(must be over 200 pieces for discount)

**Type of Mailing:**

\_\_\_\_\_ Postcard                      \_\_\_\_\_ Letter  
\_\_\_\_\_ Large Letter (flat)        \_\_\_\_\_ Newsletter  
\_\_\_\_\_ Combination of items

Preferred date of mailing \_\_\_\_\_

### Classification Information

1. Non-profit gets you the biggest discount—delivery times vary from 3 to up to 10 days
2. Must have The University of Texas at Austin in the return address
3. Each mail piece must be the same to each person on the mail list
4. Must not contain personal information like account information
5. Exception is using the individuals name  
—example Dear Steve,

After filling out this form please scan and e-mail it to: [MailServices@austin.utexas.edu](mailto:MailServices@austin.utexas.edu)