



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