



# **PURCHASING & CONTRACT SERVICES**

## **MAIL SERVICES REQUEST FORM**

Must be completed for any special services and/or all mailing over 200 pieces

Name:	Phone:	Date:
Department:	Oracle Account#	
Number of Pieces:	Desired Date of Mailing (must request 5 days in advance)	
Description of Mailing:		

Postage Requested (Select one)

<input type="checkbox"/> USPS Marketing (Advertisement, circulars, and newsletters)
<input type="checkbox"/> First-Class Mail (Envelopes, letters, postcards)

Service Requested (Select all that apply)

<input type="checkbox"/> Addressing (Excel Spreadsheet of Mailing List MUST be emailed with the Mail Request Form)
Special Instructions:

Manager's Name:	Manager's Title:
Manager's Signature Required:	

If you require additional assistance please contact the Receiving Team via email at [Receiving@Deltacollege.edu](mailto:Receiving@Deltacollege.edu).