

Mail Piece Planning Form

When emailing the list, please put the name of the job in the “subject” line.

Date:

On-line Requisition #:

Department:

Contact Person:

phone extension:

Fund	Dept	Acct	Class	Program	Product	Project	Op Unit

Job Name:

Number of Records:

Number of Lists:

Number and type of Inserts:

Types:

Desired drop date (date you would like it to go to the Post Office):

Type of Piece:

Class of Mail:

Do you want duplicate records removed? Choose

(if yes, remove by Choose One)

Who will be retrieving your database for you?

Special Instructions

1. Personalize letter via mail merge.
2. Type of paper: Choose one
3. Use specific font (“Word” fonts available or we can import special font)
4. Print a snipe, in what color Choose one

Items required for us to complete a job

1. On-Line Requisition
2. Mail Piece Planning Form (please complete and email this form)
3. List(s) and/or Document(s)
4. Mailing piece

Comments:

Submit form to autoserv@pepperdine.edu Contact
Automation Services at Ext. 7433