

SPECIAL MAIL SERVICE REQUEST

Ref. Number _____

Palomar College Mail Services

Date Submitted _____

1. **Business Reply Envelopes** (\$.05 ea.): Qty. _____ Cost: _____
2. **Fold/Insert Envelopes** (\$.035/envelope): Qty. _____ Cost: _____
3. **USPS - Express Mail**

4. **Bulk Mailing** Permit #146 (Escondido) Permit #1713 (San Diego)

** By signing below, I certify that the zip codes appearing on the pieces in this bulk mailing have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

Type of mailing: Letter Postcard Flat

Description of Mailing: _____

Mailing house (if applicable): _____

Expected Date of Mailing: _____

Number of pieces: _____ Estimated cost of mailing: _____

5. **UPS** (Circle one service)

- **Express:** (Circle one) Next Day am 2nd-Day am 3-Day
Next Day pm 2nd-Day pm
- **Ground**

Declared Value for each package: _____

Destination Address/Contact: Residential address?

Phone: _____

Special Instructions: _____

For Mailroom Use:

Package _____
Weight: _____
Amount _____
Charged: _____

Instructor's Name

Department (to be billed)

*Your Name

Ext.

Signature of Department Chair/Director