SPECIAL MAIL SERVICE REQUEST

Ref. Number _____ Palomar College Mail Services Date Submitted _____

1. ☐ **Business Reply Envelopes** ($.07 ea.): Qty. _____ Cost: 0.00
2. ☐ **Fold/Insert Envelopes** ($.035/envelope): Qty. _____ Cost: 0.00
3. ☐ **USPS - Express Mail**

Clear Form

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**

For Mailroom Use:
Package Weight: _____
Amount Charged: _____

Declared Value for each package: _____

Destination Address/Contact: ☐ Residential address?

_____

_____

_____

Phone: _____

Special Instructions: _____

_____

_____

_____ **Instructor's Name**

_____ **Department (to be billed)**

_____ ***Your Name** **Ext.**

_____ **Signature of Department Chair/Director**