

# BULK MAILING FORM

**This form must be completed and included with every bulk mailing.**

Date: \_\_\_\_\_

Department to be billed: \_\_\_\_\_

Number of items: \_\_\_\_\_

Mailing prepared by: \_\_\_\_\_ Extension: \_\_\_\_\_

**PLEASE NOTE: In order to receive the Bulk mail rate you must have verified your addresses as being current within the past 90 days. University Advancement updates their records on a regular basis.**

Did you obtain list through University Advancement? YES or NO

If not, did you submit the list of address for verification within the past 90 days? YES or NO

If NO, how was your list verified : \_\_\_\_\_

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