



Order Form

UNC Charlotte - Mail Services

Please complete highlighted fields

9201 UNIVERSITY CITY BLVD
 CHARLOTTE NC 28223
 P 704.687.3553 F 704.687.3152

INVOICE NO. _____
 DATE _____
 ACCOUNT # _____ - 928040

mailex@uncc.edu
 aux.uncc.edu/mail

DEPARTMENT: _____
DEPARTMENT NAME

DEPT REPRESENTATIVE: _____
NAME

UNC CHARLOTTE
 9201 UNIVERSITY CITY BLVD
 CHARLOTTE NC 28223
 P 704.687.
 F 704.687.

ESTIMATED DATE OF ARRIVAL	EXPECTED DATE OF MAILING

DD/MM/YYYY

DD/MM/YYYY

If you are having your materials printed by an outside vendor, please send a PDF of your mail piece to Mail Services for approval prior to production. Mail Services will be available to assist you in compliance with USPS Mailing Standards. Email to mailex@uncc.edu.

MAILING NAME	JOB DESCRIPTION	QTY

NAME OF EVENT OR PROMOTION

DESCRIPTION OF MAILPIECE (E.G. POSTCARD, BROCHURE, LETTER)

OF PIECES

Delete invalid addresses from list? YES <input type="checkbox"/> NO <input type="checkbox"/> Return unused materials: YES <input type="checkbox"/> NO <input type="checkbox"/>	Provide list of corrected addresses: YES <input type="checkbox"/> NO <input type="checkbox"/> Hold materials for later mailing: YES <input type="checkbox"/> NO <input type="checkbox"/>
<small>Unless indicated, unused materials will be delivered back to the department.</small>	

Please place check mark in "service requested for any additional services you may need. Prechecked items are required by USPS or expected to be necessary. Please mark any additional information in "Additional Notes" at bottom of form.

SERVICE REQUESTED	SERVICE	DESCRIPTION OF SERVICE	NOTE
✓	INKJET PRINT	PRINT DELIVERY & RETURN ADDRESS ON OUTER ENVELOPE	
<input type="checkbox"/>	TAB	TAB EDGES OF OPEN PIECES SUCH AS MAGAZINES AND BROCHURES	<i>MAY BE REQ.</i>
<input type="checkbox"/>	INSERT	INSERT PAGES, LTRS, OR RSVP CARD IN OUTER ENVELOPES	
<input type="checkbox"/>	SEAL	APPLICATION OF ADHESIVE TO ENSURE CLOSURE OF ENVELOPES	
<input type="checkbox"/>	MAILMERGE	PRINT ADDRESS LIST & INFO ON LETTER HEAD	
<input type="checkbox"/>	FOLDING	FOLDING MAIL PIECE (LTR. BROCHURE, FLYER, etc...)	
✓	ADDRESS VERIFY	VERIFY ACCURACY, UPDATE CHANGE OF ADDRESS	USPS REQ.
✓	PRESORT MAIL	SORT MAIL BY ZIP CODE FOR DISCOUNT RATES	USPS REQ.
<input type="checkbox"/>	LABEL	PRINT ADDRESS ON LABELS & AFFIX	
<input type="checkbox"/>	STAMP	AFFIX STAMPS MANUALLY	
<input type="checkbox"/>	GEOCODING	ALLOWS DELIVERY OF MAIL TO SPECIFIED MILES FROM CAMPUS	

↑ PLEASE INDICATE # OF MILES

Please place a check mark in "PRINT" beside any additional field you may need. Prechecked items are required by USPS or expected to be necessary. Please mark any additional information in "Additional Notes" at bottom of form.

PRINT	FIELD	PRINT	FIELD	PRINT	FIELD
✓	NAME	✓	STREET LINE	✓	CITY STATE ZIP
<input type="checkbox"/>	MIDDLE NAME	<input type="checkbox"/>	MIDDLE INITIAL	<input type="checkbox"/>	SALUTATION
<input type="checkbox"/>	INSTITUTE NAME	<input type="checkbox"/>	COMPANY NAME	<input type="checkbox"/>	TITLE

ADDITIONAL NOTES:

NAME: _____ SIGNATURE: _____ DATE: _____