

Samford University Post Office  
**Bulk Mail Work Order**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Department: \_\_\_\_\_

Index Code: \_\_\_\_\_ No. of Pieces: \_\_\_\_\_  
(200 minimum)

Target Mailing Date: \_\_\_\_\_

(Please check one of the following)

\_\_\_\_ Automated

\_\_\_\_ Non-Automated (preprinted addresses)

**REQUIREMENTS FOR AUTOMATED MAILINGS**

- Envelopes must be stuffed and sealed
- Mailing list must be in an Excel database
- Envelopes must contain SAMFORD'S COMPLETE RETURN ADDRESS
- If possible, preprint permit on envelopes

**REQUIREMENTS FOR NON-AUTOMATED MAILINGS**

- Envelopes must be stuffed and sealed
- Envelopes must contain SAMFORD'S COMPLETE RETURN ADDRESS
- Envelopes with preprinted addresses in zip code order
- Permit **MUST** be preprinted or stamped on envelopes

\*All above requirements must be met for the order to be accepted.\*

Please feel free to contact me at anytime with your questions and concerns.

Contact Information

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Cc: [dkhill@samford.edu](mailto:dkhill@samford.edu)

Signature: \_\_\_\_\_

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