

# First Class Mailing Request Form

Date \_\_\_\_\_

Department name \_\_\_\_\_

Banner index number \_\_\_\_\_

Number of addresses in mailing \_\_\_\_\_

*(If this is an indicia mailing, it **MUST** contain at least 200 addresses)*

Please mark this box if your mailing is already labeled with addresses and skip down to (& fill in) the contact person, phone, email and where to send the excess stock.

Mail services processes your list through the USPS National Database and NCOA (National Change Of Address Database) which results in the two following categories:

1. Undeliverable addresses – There is some element in the address that makes it undeliverable by the USPS – mail services will not print these since they are undeliverable.
2. Addresses with a change of address falling in the 19-48 month's old category. This means that the person's address may or may not be current, depending upon when their address was added to your database.

Please check what you would like mail services to do with the addresses with a change of address 19-48 month's old (*number 2.*).

- Please do not print
- Please print and mail

**List file name or names on disk which you want used for this mailing.**

*(Please remove all other files not used in the mailing.)*

\_\_\_\_\_

**Contact person** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**To what department do we send excess stock?**

\_\_\_\_\_

*The undeliverable list and 19-48 month list will be sent to the e-mail address listed above.*

**Thank you for using Campus Mail Services! E-mail [bulkmail@eiu.edu](mailto:bulkmail@eiu.edu)**