



CENTRAL WASHINGTON UNIVERSITY

Design and Mailing Coordination Approval

Bulk mailings must be coordinated for design standards and Mail Services prior to printing. All bulk-mailing address lists should be sent to Mail Services at davisl@cwu.edu for address cleansing within 95 days of mailing date.

DESIGN STANDARDS

- CWU Public Relations and Marketing design standards approval for all external-audience materials.
CWU design standards approval for Campus Life and Publicity Center materials.

Signature approval Print name Date

MAIL SERVICES

Department PID Account #

Mail Piece Title Number of Pieces Mail by date

Prepared by Phone

- Move Update Method Ancillary Service Endorsement Address Cleansing
Address Service Requested Addresses Received within 95 days of mailing date
Change Service Requested
None

Move Update Code (obtained from Mail Services)

- Service Requested (check one)
1st Class Pre-sorted (minimum 500 pieces)
Standard Mail (minimum 200 pieces)
Non-profit Standard Mail (minimum 200 pieces)

Mailing Location On-campus Mail Services Off-campus mail house

Mail Services approval - I certify that the address list and/or mail piece design meets the USPS move update requirement.

Signature approval Print name Date

For Mail Services Use Only

Date Mailing Received Mailing Log #

Total Time Labor Charge

Date Sent to Post Office Total Pieces

Comments