



CENTRAL WASHINGTON UNIVERSITY

Design and Mailing Coordination Approval

Bulk mailings must be coordinated for design standards with Public Affairs & Mail Services prior to printing. All bulk mail address lists must be sent to Mail Services at davisl@cwu.edu for address certification within 95 days of the 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 Speed Type #

Mail Piece Title Number of Pieces Mail by date

Prepared by Phone

Service Requested (check one)

- 1st Class
Standard Mail (minimum 200 pieces)
Non-profit Standard Mail (minimum 200 pieces)

For Mail Services Use Only

Date Mailing Received Mailing Log #

Total Time Labor Charge

Date Sent to Post Office Total Pieces

Comments