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.

______________   _________________________________   ______________________
Signature approval                                                               Print name                                                    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.

MAIL SERVICES

Department ______________________________________________________________  PID Account # _________________
Mail Piece Title __________________________________ Number of Pieces _________  Mail by date ___________________
Prepared by _____________________________________________________________  Phone ________________________
Move Update Method
☐ Ancillary Service Endorsement
☐ Address Service Requested
☐ Change Service Requested
☐ Address Cleansing
☐ Addresses Received within 95 days of mailing date
☐ 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 _____________________________________________________________________________________________