

NOT AN INVOICE

ROSE-HULMAN INSTITUTE OF TECHNOLOGY

MAIL PROCESSING REQUEST FORM

(Please complete this form before your mailing is brought to the MPC)

10/1/05



1. CONTACT/BILLING INFORMATION				
Contact Name _____	CM # _____	Ext _____		
Department Name _____	Dept Code _____	Job # _____		

2. MAILING INFORMATION (This is what you are providing to the Mail Processing Center)					
Date Mailing Sent to Mail Center _____	Date To Be Mailed _____				
Title of Mailing _____	Number of Mail Pieces _____				
Materials Supplied (Brought to the MPC)					
Printed Items:	<input type="checkbox"/> Booklet	<input type="checkbox"/> Brochure	<input type="checkbox"/> Letter	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Postcard
Envelopes:	<input type="checkbox"/> Reply	<input type="checkbox"/> # 6 3/4	<input type="checkbox"/> # 10 White	<input type="checkbox"/> 6 1/2 x 9 1/2	<input type="checkbox"/> 9 1/2 x 12 1/2
	<input type="checkbox"/> # 9 Window	<input type="checkbox"/> # 10 Window	<input type="checkbox"/> # 10 Ivory	<input type="checkbox"/> 9 x 12	<input type="checkbox"/> 11 1/2 x 14 1/2
Paper:	<input type="checkbox"/> 50# White Offset	<input type="checkbox"/> 20# Color Offset	<input type="checkbox"/> 65# Cover Stock	<input type="checkbox"/> 60# Offset 11x17	
Address Data:	<input type="checkbox"/> Disk	<input type="checkbox"/> E-mail			

3. MATERIALS NEEDED (These are materials you need the MPC to provide)					
Envelopes:	<input type="checkbox"/> Reply	<input type="checkbox"/> # 6 3/4	<input type="checkbox"/> # 10 White	<input type="checkbox"/> 6 1/2 x 9 1/2	<input type="checkbox"/> 9 1/2 x 12 1/2
	<input type="checkbox"/> # 9 Window	<input type="checkbox"/> # 10 Window	<input type="checkbox"/> # 10 Ivory	<input type="checkbox"/> 9 x 12	<input type="checkbox"/> 11 1/2 x 14 1/2
	<input type="checkbox"/> Letterhead	<input type="checkbox"/> Stamps	<input type="checkbox"/> White Labels	<input type="checkbox"/> White Tabs	<input type="checkbox"/> Other
Paper:	<input type="checkbox"/> 50# White Offset	<input type="checkbox"/> 20# Color Offset	<input type="checkbox"/> 65# Cover Stock	<input type="checkbox"/> 60# Offset 11x17	

4. PROCESSING REQUESTED (This is what you want the Mail Processing Center to do)				
<input type="checkbox"/> Affix Stamps	<input type="checkbox"/> Collate	<input type="checkbox"/> Fold	<input type="checkbox"/> Ink Jet	<input type="checkbox"/> Inserts
<input type="checkbox"/> Meter Mailing	<input type="checkbox"/> Personalize Ltr	<input type="checkbox"/> Plastic Seal	<input type="checkbox"/> Tab	<input type="checkbox"/> Seal Only
<input type="checkbox"/> Zip+4 Encoding	<input type="checkbox"/> Update Moves	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Please send pages 1 and 2 to the Mail Processing Center

5. MATERIALS SUPPLIED BY THE MAIL PROCESSING CENTER (For Mail Processing Center use only)								
<u>Envelopes (Printed w/RHIT)</u>		<u>Cost</u>	<u>Qty</u>	<u>Total</u>	<u>Paper (each)</u>	<u>Qty</u>	<u>Cost</u>	<u>Total</u>
#9 Window (500/box)	Box	\$12.00	<input type="text"/>	_____	50# White Offset	<input type="text"/>	\$0.0071	_____
#10 Window (500/box)	Box	\$10.00	<input type="text"/>	_____	20# Color Offset	<input type="text"/>	\$0.0100	_____
#10 White (500/box)	Box	\$16.00	<input type="text"/>	_____	65# Cover Stock	<input type="text"/>	\$0.0300	_____
#10 Ivory (500/box)	Box	\$37.00	<input type="text"/>	_____	60# Offset 11x17	<input type="text"/>	\$0.0200	_____
#6 3/4 (500/box)	Box	\$15.00	<input type="text"/>	_____	<u>Other Supplies (each)</u>			
6 1/2 x 9 1/2 (50/pkg)	Box	\$3.00	<input type="text"/>	_____	Meter Tape	<input type="text"/>	\$0.0138	_____
9 x 12 (50/pkg)	Box	\$3.50	<input type="text"/>	_____	Move Update	<input type="text"/>	\$0.0020	_____
9 1/2 x 12 1/2 (50/pkg)	Box	\$3.50	<input type="text"/>	_____	White Tabs	<input type="text"/>	\$0.0018	_____
11 1/2 x 14 1/2 (50/pkg)	Box	\$9.00	<input type="text"/>	_____	Courier Service	<input type="text"/>	\$13.50	_____
<u>Letterhead</u>							Subtotal	\$ _____
RHIT - Ivory (500 sheets/ream)	Ream	\$18.50	<input type="text"/>	_____	Material Total		\$ _____	
2nd Page - Ivory (500 /rm)	Ream	\$17.00	<input type="text"/>	_____	Postage Total		\$ _____	
							Grand Total	\$ _____

6. PROCESSING AND SAVINGS SUMMARY (For Mail Processing Center use only)			
<u>Processing Summary</u>		<u>Savings Summary</u>	
Date Mailed by MPC _____		YOUR POSTAGE SAVINGS ARE \$ _____	
<input type="checkbox"/> First Class Auto	<input type="checkbox"/> First Class Presort	POSSIBLE ADD'L SAVINGS ARE \$ _____	
<input type="checkbox"/> Standard Auto	<input type="checkbox"/> Standard Presort		

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