

FAU BULK MAIL ACCEPTANCE FORM

(Three copies of this form are required)

All mailing need to be consulted by mail center due to USPS regulation. Please call 561-297-3172.

WORKDAY SMARTTAG # (Dept. #):		Please Check One:	
Department Name:		<input type="checkbox"/>	FIRST CLASS BULK MAIL
Phone #:		<input type="checkbox"/>	BULK STANDARD MAIL
Date:			
Authorized Departmental Signature _____ Printed Name _____			
Non-Profit Bulk Mail	Quantity	Bulk Mail Standard cost less but is slower than First Class Mail. Once we process Bulk Mail Standard and delivered to the U.S. Post Office, it may take up to an additional ten days for delivery. First Class mailing will go at first class rates with a 1-3 day set delivery time.	
		FAU Post Office use only:	
Expected Date to Recipient		Permit \$	
DATE _____		Process \$	
		Pick-up Date	
	Minimum	For assistance call: 561-297-3172	
	200 pcs NPM		
	500 pcs FCM		
What is the title of your mail piece?			
Indicate your special instructions here. Please include address services that you will require.			
Please submit this Voucher & two samples of your mail piece along with any disks and/or labels to the FAU Mail Center.			Pick-up Date:
FAU Postmaster/ Bulk Mail Coordinator Signature _____			
Please check One:	<input type="checkbox"/>	Direct from Printer to Post Office	<input type="checkbox"/>
			Through Campus Mail Center
PLEASE NOTE:			
<ul style="list-style-type: none"> -Timeline for job completion Must be discussed and determined by customer and Bulk Mail Service Provider, and will be followed up by email notification. - PRINTING FIRMS: Please forward this form, along with the mailing, to U.S. Post Office for processing. Failure to do so will delay mailing. - PUBLICATIONS / DEPARTMENTS: Please forward a copy of this form along with samples of the mailing, to the Mail Ctr. - U.S Post Office: Please attach a copy of this form to the 3602-N form so mailing can be identified. The copy must reflect authorized signature. 			

Florida Atlantic University appreciates your assistance in tracking and identifying all of our mailings.