



Postage Service Request

Service Unit 22

Date Submitted _____
 Department _____
 FAS# _____ AIS# _____

Name _____
 Phone _____ Fax _____
 DPN _____ Mailcode _____

Bulk Permit Mailing

COMPLETE THIS SECTION FOR BULK MAILING		POSTAGE SERVICE OFFICE USE ONLY					
QUANTITY	TYPE	TT	SUB	B/C	I/E	UNITS	COSTS
	* Presorted – 1st Class	080					\$
	* Standard Nonprofit	083	3030				\$
	* Standard Mail (A)	083	3030				\$

Postage Supplies

COMPLETE THIS SECTION TO ORDER SUPPLIES		POSTAGE SERVICE OFFICE USE ONLY					
QTY.	TYPE OF SUPPLY	TT	SUB	B/C	I/E	UNITS	COSTS
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	¢ stamps	081	1010				\$
_____	Single Postcards	081	1020				\$
_____	Business Reply Envelopes	081	1030				\$
_____	Business Reply Postcards	081	1031				\$
_____	Business Reply Labels	081	1032				\$
_____	Zip Code Directories	081	1080				\$
_____	Mailing Labels	081	1050				\$
Total							\$

Express Mail Tracking Number

Express Mail

Number _____
 Cost Per Piece _____
 Total Cost \$ _____

Fiscal Officer Signature _____	Date _____
Postage Service Approval _____	Completion Date _____
Postage Service Reference Number _____	