

Bulk Mail / Postal Control Number Request Form

Please Complete this form for all Permit 104 Mailings

Instructions

Complete and submit this form including all required fields, with any Bulk Mailing project whether processed by your department or by a vendor. If using a vendor, a Postal Control Number is required. Mail Services will contact the vendor and provide them with a Postal Control Number after receiving this completed form. Mail Services will return a copy of this form for your records. Mail Services is required to keep a sample of all permit 104 mailings. Please provide us with a copy of your Bulk Mailing project when submitting this form.

** Required Fields*

1. Department Information

* Department Name: _____

* Mail Code: _____ * Extension: _____

* Department Contact Name: _____

2. Project Information

* Mail Project Name / Description: _____

* LVPA Number: _____

Letter Mailing

Flat Mailing

* Piece Count: _____

3. Vendor Information

Vendor Name: _____

Vendor Phone: _____ Vendor Fax: _____

Vendor Contact Name: _____

POSTAL CONTROL NUMBER

For Mail Services Use ONLY

Date Received: _____ Mail Services Piece Count: _____

Single Piece Weight: _____ Estimated Postage: _____

Processed by: _____ Date Sent To Post Office: _____

You can submit via:



Fax: 893-4314



Campus Mail: mail code 8617



E-Mail: mail.services@msr.ucsb.edu