

CONTACT/BILLING INFORMATION

Purchase order or departmental requisition # _____ Todays date _____ Due date _____

Contact person _____ Telephone _____ Fax _____

Email _____ Previous job number or approximate date _____

Bill to (department and address) _____

Pick-up (24 Umberger Hall) Delivery or shipping address _____

Special instructions _____

Signature (please print also) _____

Job title _____

Print list on mailing labels

of pieces to be tabbed _____

of pieces to be addressed _____

Labels provided

List sent to *printmail@ksu.edu*

List provided on disk

Please send to A&K (deans, directors and department heads)

AK&F (deans, directors, department heads, faculty and staff)

AK&O (includes off-campus addresses)

of pieces to be mailed _____

Please mail: 1st class mail
2-4 days delivery

Standard mail
Possible 2 or more weeks

Non-profit bulk
Possible 2 or more weeks

List was NCOA/ACS verified on _____ (within 95 days)
(date)

List needs to be NCOA verified

In addition to addressee please choose one Current Resident Postal Customer

Order A&K labels (deans, directors and department heads) # of sets _____

**Questions about bulk mailing?
Please call 785-532-1536.**