

**TEXAS**  **STATE**  
**PRINT & MAIL SERVICES**

**Postage Authorization Form  
STANDARD (BULK) MAIL**

**\*PLEASE NOTE THIS FORM MUST BE SUBMITTED IN DUPLICATE\***

**Title of Item:** \_\_\_\_\_ **Mailing Department:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Total Piece Count:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Classification of Mail:** (check one)      First      Standard

**Person preparing mail out:** \_\_\_\_\_

\_\_\_\_\_  
Account Manager

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**PRINT & MAIL SERVICES USE ONLY:**

**CATEGORY:** (circle one)

FLATS      LETTERS      UPGRADEABLE      POSTCARDS

**RATE SEPARATION:**      **3/5 digit:** \_\_\_\_\_      **Basic digit:** \_\_\_\_\_

**CONTAINER NUMBER:**      **Sacks:** \_\_\_\_\_

**Trays:** 1 ft. \_\_\_\_\_ 2 ft. \_\_\_\_\_      **Total:** \_\_\_\_\_

\_\_\_\_\_  
Texas State Print & Mail Services

\_\_\_\_\_  
Date