

TEXAS STATE

PRINT & MAIL SERVICES

Authorization Form for SPECIAL MAILING SERVICES

This form authorizes Texas State Print & Mail Services to IDT postal charges for Special Mailing Services to the account indicated below. A copy of this statement will be sent to the department through campus mail upon completion of services.

THIS SECTION TO BE COMPLETED BY MAIL SERVICES

Itemized list of services:

SmartMailer: _____

Tabber: ___1 ___2 _____

Folding & inserting: _____

Sealing: _____

Number of items inserted into envelope: _____

Preparation of mailout: _____

Attach labels: _____

Residence Halls:

___ Printing & sorting ___ Sorting only

Number of tabs sold: _____

Cost of tabs sold: _____

Other services: _____

Total cost of Special Services: _____

THIS SECTION TO BE COMPLETED BY DEPARTMENT

Date: _____

Title of item: _____

Account number: _____

Telephone number: _____

IDT number: _____

Mailing Department: _____

Total piece count: _____

Contact person: _____

AUTHORIZED SIGNATURES:

Account Manager

Print & Mail Services Personnel