



MAIL REQUISITION

DESIGN, PRINTING & MAILING SERVICES AT DARTMOUTH COLLEGE

Hillcrest Building • Hinman Box 6113
 (603) 646-2642 • Fax: (603) 646-3930

Email: dpms@dartmouth.edu • www.dartmouth.edu/~dpms

Date: _____

GL Chart String

Entity	Org	Funding	Activity	SubActivity	Natural Class

PTAEO

Project	Task	Award	Expenditure Type	Org

Ordered by:	Phone:	Fax:	Hinman Box:
Department:	Delivery (Extra Materials to Address):		
Description:	Quantity:	Special Instructions:	

Desired Mail Date: _____ **Type of Addressing:** Direct Address Sticky Labels **Variable Data**

Addressing: Qty: _____ Work Order No. _____ Data File coming from: _____ Name of file(s) _____

INSERTS:

- Item 1: Description _____
- Item 2: Description _____
- Item 3: Description _____
- Item 4: Description _____
- Item 5: Description _____
- Item 6: Description _____
- Item 7: Description _____
- Item 8: Description _____

Total Inserts _____ **Samples required for all pieces to be included in mailing.**

Printed pieces coming from: _____ Date Due at DPMS: _____

POSTAGE:

- Live Stamps Meter Permit #2 (First Class) Non Profit (Third Class)
- Pictorial Stamp First Class (Please check one) Baker Summer _____ Baker Winter _____
- Pictorial Stamp Third Class (Please check one) Baker Summer _____ Baker Winter _____
- Foreign _____ Hinman _____
- Packets _____ Other _____

COUNT	UNITS	OPER	DATE		
# Addressed				#	\$
# Addressed				#	\$
SORTING				#	\$
				#	\$
FOLDING				#	\$
INSERTING				#	\$
HANDWORK				#	\$
SEALING				#	\$
				#	\$
Other Comments _____				TOTAL PIECES MAILED _____	
				DATE COMPLETED _____	