



# HOLY NAMES UNIVERSITY

FAX- 510.436.1289  
MAIL- **Attention: Campus Services**  
Holy Names University 3500 Mountain Blvd. Oakland, CA 94619

Campus Services - MAILROOM

## Large Project Mailing

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_ Dept. Name: \_\_\_\_\_

Billing Code: \_\_\_\_\_ # of pieces \_\_\_\_\_ (min. 1000 for Bulk)

\_\_\_\_\_ Bulk

\_\_\_\_\_ First Class

Mail out no later than: \_\_\_\_\_

Operations required: *please check*

\_\_\_\_\_ Labeling\*

\_\_\_\_\_ Stuffing\*

\_\_\_\_\_ Metering

\_\_\_\_\_ Other \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Labeling & Stuffing for special circumstances.

Please give Mailroom advanced notice to allow efficient timing for mail out. ***Thank you for your cooperation.***

### FOR MAILROOM USE ONLY

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_