# **Outside Vendor Bulk Mailing Form**

This form must be completed before any bulk mail can be sent.

SUNY-ESF mail vendors are not authorized to send out mailings on behalf of the SUNY-ESF campus, its departments, or personnel, without having this form completed and approved by the SUNY-ESF Mail Room.

This form should be completed at least five business days before mailing.

**Instructions:** 1) Complete the top portion of this form and email to [mailroom@esf.edu](mailto:mailroom@esf.edu)

1. **DO NOT FAX THIS TO YOUR VENDOR**. The ESF Mail Room will contact the vendor.

## This section to be completed by SUNY-ESF employees.

Department Name: Email Contact Person: Extension Project Title/Description: Items Being Mailed

o Postcards o Brochures o #10 Envelopes o XLG Envelopes

o Other Estimated Number of Pieces to be Mailed:

Type of Mailing: o Bulk (Preferred method) o First Class (Must be used with discretion)

**Contact the Mail Room at x6704 with any questions regarding the type of mailing.**

Estimated Mailing Date: Outside Mailing Vendor:

o

## SUNY-ESF Mail Room Authorization

Approved by: Date Received:

**This portion must be completed by the above vendor and faxed back to the SUNY-ESF Mail Room at 470-6957.**

**FOR VENDOR USE ONLY** – Please return this form within three business days.

Actual Quantity Mailed: Date Mailed:

Postage Cost: Contact Person:

– Return to Mail Room –

**BULk MAILINg FORM**

TAPE CLOSED

FOLD HERE

FOLD HERE

# – Return to Mail Room –

**OUTSIDE VENDOR BULk MAILING FORM**

TAPE CLOSED