



School of VISUAL ARTS

SVA Mail Processing Center (MPC) Job Request Form

This form should be delivered to the Mail Processing Center 2 weeks prior to the due date for posting. Questions concerning this form should be directed to Deirdre Tahan at ext. 2009 or email dtahan@sva.edu and copy mailprocessing@sva.edu.

Project coordinator _____ Department _____

Expected date of delivery of materials to MPC _____ Due date for posting _____

Address list must be delivered to MPC at mailprocessing@sva.edu.

Please describe mailing piece and attach a sample.

Expected # of pieces _____ Type of piece (postcards, brochure, single fold flyer, book, catalog, poster, etc.) _____

Special Instructions _____

Specify postal rate (check rates with Mail Processing Center)

- 1st Class 1st Class Pre-sort Periodical Standard A (Bulk Rate)
- International Inter - Office Other _____

Department responsible for postage/labor cost _____ GL code _____

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Project Authorization _____

Date _____

MAIL PROCESSING USE ONLY

Date of mailing _____ Pieces _____ Cost _____
