

Mailing Request Form



Mail & Office Services
mos@sva.edu

This form should be used for bulk mailings (>300 pieces) that are being distributed via the U.S. Postal Service or interoffice mail. Please submit this form and your mailing list to mos@sva.edu or via interoffice at least 2 weeks prior to your requested postmark date to ensure timely delivery and availability of postal funds.

Desired
postmark date: _____

Expected # of pieces
being distributed: _____

Description of pieces/Mailing instructions

If possible, please attach a sample.

What type of piece are you distributing? (postcard, brochure, single fold flyer, book, catalog, poster, etc?)

Sender Contact Information

SVA Department Contact Name

Phone Ext. #

Email

SVA Department

Department GL responsible for postage/labor cost

Authorization Signature

Mail & Office Services use only

Date of Mailing _____ Pieces _____ Cost _____ Job# _____

Questions? Contact Mail & Office Services at x2765 or mos@sva.edu for assistance.