



# Campus Services

## Mail Center

300 N.E. Second Avenue

Miami, Fl 33132

Ph: (305) 237- 3457

Fax: (305) 237-3790

Please fill-in this work request all applicable sections as completely as possible. Use one form for each mailing or distribution job requested. Check with the mailroom for guidelines in the creation of your mailing pieces. A completed work request is required for all jobs.

### INTERNAL AUTHORIZATION FORM

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_ Dept/Division: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account to Charge: \_\_\_\_\_ Event: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Required: \_\_\_\_\_

Express Mail  Other Costly Mail \_\_\_\_\_

**Distribution:**  Memorandum  Other \_\_\_\_\_

#### WOLFSON CAMPUS

#### MDC

All Employees

Faculty / Full Time

All Employees

NWSA at Wolfson

District at Wolfson

Faculty / Full-time

Other

Other

#### METERED MAIL

#### NUMBER OF PIECES \_\_\_\_\_

First class

Presort first class

internationa

Other

Estimated Number of Pieces: \_\_\_\_\_ Attach Sample

Bulk mail third class (more than 200 pcs at one time

Presort first class (more than 500 pcs at one time

Mail should be at Mail Center before 3:00 PM to be processed the same day.

Using indicia (permit imprint) and submit in zip code order  
PREPARE IN DUPLICATE IF YOU NEED A RECEIPT