BULK MAILING FORM

Please send a copy of this form to the Supervisor of Mail Services whenever your department sends out a bulk mailing so that we are able to keep track of the funds needed to be available for your mailing.

Name_________________________________________Phone #____________________

Department Name: ____________________________________________________________

Department Number: __________________________________________________________

Account Number: 60401 Fund: ____________________________

Program: ____________________________Project: ________________________________

Please circle type of mailing you are sending out:

Letter  Post Card  booklet  or  Flat size envelopes (sizes 7.5 x 10, 9 x 12 or 10 x 13)

Name of mailing piece: _______________________________________________________

If known approximate number of pieces: ____________________________ Cost: ________________

What Vendor is preparing your bulk mailing? (Check off the mailing vendor or supply a name under other)

The Following Vendors are recommended by U.S.M.:

☐ Franklin Printing: 207-778-4801
☐ Edison Press: 207-324-5410
☐ Penmor Lithographers 207-784-1341
☐ Direct Mail of Maine (DMM) (207) 883-6930
☐ OTHER: ____________________________________________

Email this form to jcavanaugh@usm.maine.edu

Fax this form to Ext. 5172  or  780-5172

Or by Inter-Campus Mail to Jean Cavanaugh / Mail Services / P  (for Portland)

Thank you for your assistance,

Jean Cavanaugh
Supervisor of Mail Services