



MarymountManhattan

REQUEST FOR PRINTING AND MASS/BULK MAILING (over 50 pieces)

Date: _____

Department Name/Number _____

Name of Mailing _____

Type of Mailing (Letter, postcard, flyer, etc.) _____

Approximate Number of Pieces _____

Does Mailing Requiring Folding/Inserting?
(YES OR NO) _____

Mailing Reviewed By: _____
Department Head Date

Date Sent to Institutional Advancement: _____

**** Allow 3-5 business days for Review and Approval by Institutional Advancement for both in-house or offsite printing.**

Institutional Advancement - Reviewed & Approved By: _____
Date

Institutional Advancement - Comments: _____

Date Received by Mailroom: _____

Acknowledged By: _____

Date Mailing was Sent Out: _____

NOTE: THE FINAL DRAFT AND/OR PROOF MUST BE ATTACHED TO THIS FORM ALONG WITH ANY ADDITIONAL DOCUMENTATION. DO NOT AUTHORIZE PRINTING UNTIL YOU RECEIVE FINAL APPROVAL FROM INSTITUTIONAL ADVANCEMENT.

If printing is done offsite — please forward this documentation when you submit your requisition to Purchasing

FORWARD THIS FORM ALONG WITH ALL ATTACHMENTS TO THE MAILROOM WHEN YOUR MAILING IS READY TO BE SENT OUT.