MAIL SERVICES BULK Mail Requisition

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MAI	L SI	ERV	ICES
BULK	Mail	Reau	isition

Date	Date	Date	Date
Department Department	Department	Department	Department
17-Digit Account #	17-Digit Account #	17-Digit Account #	17-Digit Account #
Quantity	Quantity	Quantity	Quantity
Dispatch Date	Dispatch Date	Dispatch Date	Dispatch Date
Authorized Signature		Authorized Signature	

Labels, content, envelopes, and zip code count sheets should accompany this form unless already in mailroom inventory. Describe content and envelopes below and include specific directions.

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