



LOYOLA UNIVERSITY CHICAGO

Advance Notification of Large or Mass Mailing

Preparing people to lead extraordinary lives

Lakeshore Mail Center
6317 N. Broadway Ave
Ph: (773)508-7728

WTC Mail Center
26 E. Pearson
Ph: (312)915-6128

HSD Receiving & Mail Delivery
2160 S First Avenue (Dock #8)
Ph: (708)216-5518 or (708)216-3814

Today's Date: _____ Required Delivery Date: _____ Campus: _____

Department Name: _____

Requester Name: _____ Phone: _____

TYPE OF MAILING

(check all that apply)

- First Class Letter Postcard Non-Profit Postage Rate
- First Class Flats Directories, Newspapers Permit Mail (Enter Permit #) _____
- Standard Class Letter Certified Mail
- Standard Class Flats Registered Mail

PREMIUM MAIL SERVICE (Overnight Domestic, International, etc.)

(check all that apply)

- UPS - International - Worldwide Express Package DHL Domestic Service: Overnight by 10:30 a.m.
- UPS - International - Worldwide Express Letter DHL Overnight by 1:00 p.m.
- DHL Domestic Service: Overnight by 8:00 a.m. DHL Overnight by 4:00 p.m.

BUDGET ACCOUNT CODES (must equal 100%)

Accounting Unit (6 digits)	Account (4 digits)	Distribution %
Total		

MAILING COSTS

Number of Pieces Est. Postage per Piece Total Cost

x =

Please keep a copy for your records. Send a copy to the mailroom along with the mail pieces.