

Job Number

Cost

This form should be completed for mailing requests only.
Please use the Print Request form to tell us about the printing of the contents.

Once complete, please email to
print-services@bristol.ac.uk
by clicking here

1. CUSTOMER DETAILS

Name	Department
Email	Faculty
Contact No	Budget code

2. DELIVERY DETAILS

Date to land on doormat	Postal Class
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3. MAILING SPECIFICATION

Job Name / Description				
Mailing Quantity	Enclosing Into			
Mailer Size	No. of Enclosures	Cross Match	Y	N
Personalisation on				

5. FOR OFFICE USE ONLY

Envelope Code			
Colour Personalisation	Black Personalisation		No. of Databases
Hand Enclosing	Y	N	Postal Service
Despatch Date			RM Order No.