

TEXAS  **STATE**
PRINT & MAIL SERVICES

**Postage Authorization Form
STANDARD (BULK) MAIL**

PLEASE NOTE THIS FORM MUST BE SUBMITTED IN DUPLICATE

Title of Item: _____ **Mailing Department:** _____

Account Number: _____ **Total Piece Count:** _____

Total Cost: _____ **Telephone Number:** _____

Classification of Mail: (circle one) First Standard

Person preparing mail out: _____

Account Manager

PRINT & MAIL SERVICES USE ONLY:

CATEGORY: (circle one)

FLATS LETTERS UPGRADEABLE POSTCARDS

RATE SEPARATION: **3/5 digit:** _____ **Basic digit:** _____

CONTAINER NUMBER: **Sacks:** _____

Trays: 1 ft. _____ 2 ft. _____ **Total:** _____

Texas State Print & Mail Services

Date