

**CENTRAL MAIL SERVICES
POSTAGE WORK ORDER NUMBER
REQUEST / CANCELLATION**

The purpose of this form is to provide a mechanism for requesting the assignment of a postage work order number and/or the cancellation of an existing postage work order number.

Please complete this form and fax it to Central Mail Services, 109 Dykstra Hall, 532-0187.

Check the requested service:

_____ Assign a postage work order number
(complete #1 and #2 below)

_____ Cancel a postage work order number
(complete #3 and #4 below)

Department Name: _____ Customer # _____

Contact Person: _____ Phone # _____
(name)

Contact Person's E-mail Address: _____

Department Fax Number: _____

1. Is this a new department: Yes or No (circle one)
2. Will there be letterhead printed for new department? Yes or No (circle one)
If yes, please attach an example of the format for the letterhead.
3. What is the postage work order number to be canceled? _____
4. Date to be canceled? _____

(Department Head Signature)

Central Mail Use Only

Work Management: New work order number is _____

Supervisor / Crew Leader _____

List Management: _____

Business Manager: Add Delete _____

Copies for: Admin Officer _____

Accent: Add Delete _____

Meters: Add Delete _____