

Mass Mailing Form

A sequence number is required for all CSUF Bulk Mail requests. Please complete the information below. Submit the completed form alongside an item sample to mailservices@fullerton.edu for review. Mail Services will provide a sequence number upon approval.

Contact Mail Services at 657-278-2533 for additional questions.

To be completed by Mail Services

Date:

Initials:

Sequence #:

To be completed by Requestor

Project Title:

Outbound Quantity:

CSUF Department:

Billing Account:

Bulk Mail

☐

Or 1st Class

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Estimated Delivery Date:

Requested By:

Comments / Vendor Information: