

## BULK MAIL PICKUP REQUEST

NOTE: Please have documentation complete before submitting request.

Department or Office: \_\_\_\_\_

Location of Pickup: \_\_\_\_\_

Person Requesting Pickup: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Bulk Mail Information:

- Number of Bags: \_\_\_\_\_
- Number of Large Trays: \_\_\_\_\_
- Number of Small Trays: \_\_\_\_\_

Special Instructions (if any):

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