



Request for Mailing Services

Name of Department, Organization or Company

Purpose of Mailing / Description of Mailing Piece

Date to be Mailed

Quantity to be Mailed

Delivery Requested

EAST CAMPUS (Main Campus):

1 per Department Mailbox 1 ea. Staff/Faculty

WEST CAMPUS (Health Sciences Campus):

1 per Department Mailbox 1 ea. Staff/Faculty

Name of Representative of Department, Student Organization or Company

Date

Phone

Campus Sales and Solicitation Mailings at East Carolina University

University-registered organizations (clubs, committees) and departments are permitted to use ECU Mail Services for the purpose of distributing mass mailings to campus departments without charge. Solicitation by university-registered organizations, such as advertising for registered club social activities, is restricted to two free mailings per semester.

Commercial solicitation by non-university agencies or businesses must be approved in advance. It is the responsibility of the agency or business to secure approval. Materials to be mailed to staff or departments must be approved in advance by the Office of the Associate Vice Chancellor for Administration and Finance – Business Services, 224 Ragsdale Hall, or designee. Preliminary approval may be granted through University Printing and Graphics, Harris Building, 2612 E. 10th St. Any printed materials regarding the promotion for sale or consumption of alcohol, tobacco, or illegal substances is prohibited. The university reminds all parties to be aware of and comply with applicable laws, including, but not limited to those concerning safety, defamation, and obscenity. The university reserves the right not to approve items for mailing based upon the content or subject matter of items to be distributed.

Requests for mailing services, and payment, if applicable, must be submitted a minimum of two (2) working days prior to the requested delivery date. More advanced notice is required during peak periods. Delivery date cannot be guaranteed. Please make check payable to: East Carolina University.

FEES:

Since University Mail Services is a state-funded, university service department devoted to serving the educational mission and business functions of the university, a fee will be charged to all non-university organizations, for profit organizations or companies using the campus mail services. A handling fee of .28 cents per piece will be charged for all multi-page, or .18 cents per piece for all postcards or single-page flyers, for non-university commercial solicitation mailings. Fees do not include labeling or individual addressing.

	Multi-Page	Single-Page/Postcard
East Campus Department Mailboxes – 173 total pieces, 1 per mailbox	\$ 48.44	\$ 31.14
East Campus Staff - 3281 total pieces, 1 each per staff/faculty member	\$ 918.68	\$ 590.58
West Campus Department Mailboxes – 115 total pieces, 1 per mailbox	\$ 32.20	\$ 20.70
West Campus Staff – 2252 total pieces, 1 each per staff/faculty member	\$ 630.56	\$ 405.36

APPROVAL FOR MAILING:

Office of Administration and Finance – Business Services (required for staff / dept. solicitation by non-university organization)

Date

Questions should be directed to University Printing & Graphics • (252) 737-1301
Harris Building • East Carolina University • Greenville, NC 27858-4353

Office use only	Received at University Mail Services _____	Date _____
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