

5th & Broadway Bulk Mail Request Form

Phone: (502) 897-4212

Department: _____

Account Number: _____

Return to Mailing Services
For Mailing Services Use Only

Job Name: _____

Date Mailed: _____

Whom to Call: _____ Phone Number: _____

Who will be delivering your product(s) to 5th & Broadway: _____

Date of submission to 5th & Broadway: _____ Date requesting mail to be sent out: _____

Description of Job: _____ Number of Pieces: _____ Will your office be providing any help _____

Please indicate if mail supplies will be furnished or ordered through 5th & Broadway: _____

Check List:

- Bulk mail requires a minimum of 500 mail pieces
- List of address need to be provided in zip code order via email.
- All pieces must be identical in weight.
- No international addresses are permitted.
- Addresses must be filtered through NCOA
- Addresses and labels need to be finished before bulk mail preparations begin.
- A sample must be provided for any estimate.
- A notice of 14 days should be given for scheduling labor. However, if an express bulk mail is needed, an additional fee may be applied.

Debriefing notes (For Mailing Services only):

Large empty box for debriefing notes.