Bulk Mail Form

The Auxiliary Services Department needs to be informed of your bulk mailing to ensure that there are sufficient funds to cover the cost at the Post Office.

To insure funds are available, the Auxiliary Services Dept. requests that you fill out the information below and email to davidgreen@ketchum.edu **3 weeks prior** to your mailing date. Thank you for your cooperation.

Mailing Instructions

Date to be Mailed: _____

Department: _____

GL #: _____

Name/Description of Mail: _____

Number of Prints: _____

Estimated Cost: _____

Permit:

☐ Fullerton   ☐ Anaheim

Additional Notes/Instructions: