



MAIL SERVICE REQUISITION

FORDHAM RAM PRINT AT ROSE HILL
PHONE: (718) 817-4918

FORDHAM RAM PRINT WESTCHESTER
PHONE: (914) 367-3045

DATE RECEIVED	DATE POSTED
/ /	/ /



① CLIENT INFORMATION

REQUESTED BY (NAME) - PLEASE PRINT	DEPARTMENT	TELEPHONE
ADDRESS	ROOM NO.	AUTHORIZED SIGNATURE

Date/Time Stamp

② BILLING INFORMATION

Please fill out completely. No request can be released without a Department Charge.

FUND	ORG	ACCOUNT	PGM

ALL MAIL MUST HAVE FORDHAM UNIVERSITY OR FORDHAM WESTCHESTER RETURN ADDRESS.

Requirements for 1st Class Mail are as follows:

A. Minimum of 200 pieces.

B. Mail must be identical in weight, size & contents.

FIRST CLASS MAIL
U.S. POSTAGE
PAID
BRONX, N.Y.
PERMIT NO. 7608

Fordham University
First Class indicia example

ATTENTION DEPARTMENTS

Effective July 1, 2009, the Mail Service Requisition Form (FO-332) has been revised and is now a one (1) part form. The yellow receipt part of the form has been eliminated. Detailed meter information will now be stored in our New Pitney Bowes Digital Mail System and is available upon request from Mail Services (Ext. 4922)

Questions may be directed to:

Robert AllingerExt. 1-4922
 Fernando OspinaExt. 1-4919
 Jason Padilla (Fordham Westchester)Ext. 3-3045

Please request a “Detailed Transactions By Account” report. You must provide your budget number and a date range. The report is generated from Pitney Bowes’ Analytics, which is a cloud-based solution centralizes mailing, receiving and shipping analytics data.