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

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

1 CLIENT INFORMATION

REQUESTED BY (NAME) - PLEASE PRINT  DEPARTMENT  TELEPHONE

ADDRESS  ROOM NO.  AUTHORIZED SIGNATURE

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.

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 Allinger .......................................................... Ext. 1-4922
Fernando Ospina .......................................................... Ext. 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.