

Mail Service Inserting Work Request Form

To request Canada Post mailing services from the College's Mail Room, please complete this form, print and submit with the documents to be mailed. Failure to do so may result in delays in processing of your documents.

Date _____

Department _____

Contact _____

Phone _____

Email _____

Detailed Description of Document	# of Sheets	# of Pages per Envelope	Total # to be Mailed Out	
<i>Below For Mail Services Use Only</i>				
Mail Service Clerk Name	Date	Type of Insert	Total # to be Mailed Out	Signed Off

of Sheets = The number of pages given to the Mailroom
 Inserts = Single (1 per envelope), Double (2 per envelope), Triple (3 per envelope)
 Total # to be mailed out = # of sheets multiplied by Insert type