

Request for Posting Stuffers

Matthew Hall's Personal Signature Required Prior to Production and/or Distribution

Signature _____

Office/Organization _____ Phone _____

Dept. Head/Faculty Advisor _____

To Be Received By (Check One) ___ Students ___ Faculty & Staff ___ Everyone

Date Needed Posted _____

Stuffers should arrive at Post Office 2 days prior to this date.

Extras (Check One) ___ Will be picked up by _____ Phone _____
___ Discarded

1. A Request for Posting Stuffers must accompany stuffers or be mailed to Mailing Services before stuffers will be posted.

2. Stuffers will be posted on a first-come, first-serve basis, depending on ACTUAL receipt at Seminary Post Office

3. TURNAROUND TIME: 2 days.

4. Attention should be placed on the following requirements:

8 ½ sheets need to be tri-folded.

MINIMUM SIZE accepted is 3 ½" x 5" and stuffers that are 4 ½" x 5 ½" and smaller must be on cardstock.

For Post Office Use Only

Date Received: _____ Date Posted _____

Reminder: All stuffers must be an institutional document that identifies the sending office which officially sanctions the material.