

## USC Mailing & Material Management Services Qualified Business Reply Mail Order Form

- I. Request a Qualified Business Reply Artwork from Mailing & Material Management Services via fax (213)749-9821 or email [mail7777@usc.edu](mailto:mail7777@usc.edu) before you print Business Reply mail pieces.
- II. Please use our contracted vendor for envelopes to insure that the envelopes are printed according to the USPS regulations. Contact [USC Purchasing Services](#) for a list of contracted vendors.
- III. Make an assessment of the quantity of envelopes you will need before your account expires to avoid overages of envelopes with outdated information.

### CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Ext #: \_\_\_\_\_ MC: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Email: \_\_\_\_\_

### PROVIDE THE FOLLOWING INFORMATION:

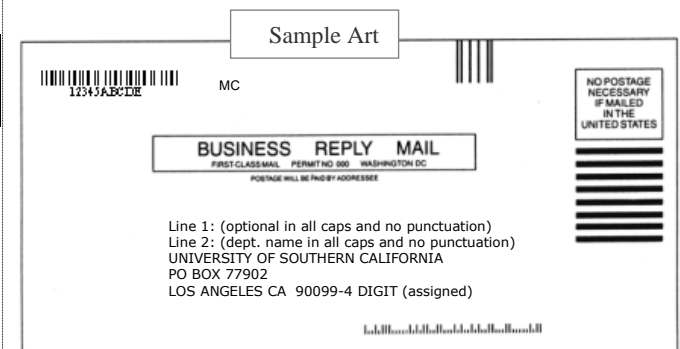
Workday FDM worktags designated to re-bill the postage expenses:

PPGG	Cost Center	Fund	Spend Category	Function	MC

**NOTE:**

Please re-enter the Workday FDM worktags and mail code on the next page, next to the "UPPER LEFT CORNER" field.

Please type both "ATTENTION" and "DEPARTMENT" information in capital letters and without punctuation on the next page



# INSTRUCTIONS FOR CAMERA READY ARTWORK REQUEST FORM 900-904 ZIP CODES

DATE OF REQUEST \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY TO RECEIVE ARTWORK  
USE ONE SHEET FOR EACH ENVELOPE OR CARD REQUESTED**

IMPORTANT: Will your customers be mailing back anything that is liquid, fragile, perishable, or potentially hazardous? Yes \_\_\_ No XX If yes, pieces would be marked and labeled in accordance with DMM 601.10 and Pub. 52

## THIS FORM IS TO BE TURNED IN TO THE BRM CLERK AT YOUR LOCAL POST OFFICE

<p style="text-align: center;"><b>FOR POSTCARD SIZE, POSTCARD PRICE</b></p> <p>MINIMUM SIZE IS 3 – 1/2" X 5" AND .007" THICK MAXIMUM SIZE IS 4 – 1/4" X 6" AND .016" THICK</p> <p style="text-align: center;"><b>FOR LETTER SIZE, LETTER PRICE</b></p> <p>MINIMUM SIZE IS 3 – 1/2" X 5" AND .007" THICK MAXIMUM SIZE IS 6 – 1/8" X 11 – 1/2" AND .25" THICK</p> <p>MAIL PIECE MEASURING 4-1/4" X 6" OR LARGER SHOULD HAVE A MINIMUM THICKNESS OF .009"</p> <p><b>MAILER ID:</b> <u>901017856</u></p> <p style="text-align: center;"><b>LENGTH DIVIDED BY HEIGHT= ASPECT RATIO MINIMUM 1.3 TO MAXIMUM 2.5</b></p> <p>COMPLETE LAYOUT WITH <b>CROP MARKS</b> PRINT EXACT DIMENSIONS OF MAIL PIECE</p> <p>HEIGHT _____ WIDTH/LENGTH _____ IF STANDARD SIZE ENVELOPE PLEASE CHECK</p> <p>CRM <input type="checkbox"/> BRM <input type="checkbox"/> QBRM <input checked="" type="checkbox"/> INT'L BRM <input type="checkbox"/> MRL <input type="checkbox"/> #9 <input type="checkbox"/> #10 <input type="checkbox"/> OTHER: _____</p>	<p style="text-align: center;"><b>PLEASE PRINT LEGIBLY OR TYPE THE DELIVERY ADDRESS EXACTLY AS IT WILL APPEAR ON THE FRONT OF THE MAIL PIECE</b></p> <p>ATTENTION (OPTIONAL): _____</p> <p>DEPARTMENT: _____</p> <p>COMPANY NAME: <u>UNIVERSITY OF SOUTHERN CALIFORNIA</u></p> <p>ADDRESS: <u>PO BOX 77902</u></p> <p>CITY: <u>LOS ANGELES</u> STATE: <u>CA</u> ZIP: <u>90099-</u></p> <p>UPPER LEFT CORNER (Workday FDM worktags &amp; mail code): <b>MC</b></p> <p style="text-align: center;"><b>IN CASE OF QUESTIONS WHO SHOULD WE CONTACT?</b></p> <p>CONTACT NAME: <u>BERNARDO NUNEZ or ELVIA ABDULLAH</u> PHONE: <u>(213) 821-1200</u></p> <p>EMAIL ARTWORK TO: <u>BERNARDN@USC.EDU and ECASTILL@USC.EDU</u> (EMAIL ADDRESS)</p>
<p>*****FOR POSTAL SERVICE USE ONLY*****</p>	
<p>CRM <input type="checkbox"/> BRM <input type="checkbox"/> QBRM <input checked="" type="checkbox"/></p> <p>BRM PERMIT NUMBER: <u>55228</u></p> <p>CITY AND STATE WHERE ISSUED: <u>LOS ANGELES, CA 90007</u></p> <p>(CIRCLE ONE) BRM ZIP+4 CODE</p> <p>POST CARD <input type="checkbox"/> 1 Oz. LETTER <input type="checkbox"/> 2 Oz. LETTER <input type="checkbox"/> OTHER _____ (FLATS, IBRS OR LABEL)</p> <p>DATE SUBMITTED _____ BRM CLERK NAME _____ PHONE _____ STATION _____</p>	<p>STATION BRM CLERK TO BE VERIFIED AND <b>FAX COMPLETED FORM TO:</b></p> <p>FAX (323) 586-3702 PHONE (323) 586-2647 FOR ZIP 900</p> <p style="text-align: center;"><b>IT TAKES 3-5 DAYS TO PROCESS REQUEST ON A FIRST-COME FIRST-SERVED BASIS</b></p>