



Bulk Mail Information Sheet

Form BO-08
Revised 9/21/18

All Bulk Mail must have the Service Center's Post Office Box as the return address.

(i.e. Southside Band, P.O. Box 1948, Fort Smith, AR 72902-1948)
The Post Office Box "1948" is tied to our Permit #.

Print Form

This form is to be completed by School / Department Secretary
*Save completed form for your records
*Send a copy to MailCo with your bulk mail
*Email the completed form to: ppool@fortsmithschools.org

Date: _____

Bulk Mail: #999 - # _____

LEA or Location Name (i.e. "025" or "Southside") _____

Group or Organization (i.e. "Band" or "PTA") _____

Ordered By: _____

Contact Person: _____

Phone: _____

Alt. Phone: _____

Event Date: _____

Delivery Expectation: _____

Mail Class: NP Bulk (less than 200) Standard/Bulk (200 or more) Pieces/Count: _____

Pay with: Operating (write # below) Activity (write # below) Out-of-District Organization (write address below)

Please complete this section to ensure costs are properly charged.

Budget Unit #: _____ Fund _____ Func _____ LEA _____ Pr _____ Sub _____ 65320 Acct _____ or

Bill to: _____
Name Address City State Zip

Regardless which Group or Organization (i.e. "Band" or "PTA") is paying for the services, you must provide your LEA or Location Name (i.e. "025" or "Southside") as indicated at the top of this form beside "Bulk Mail: #999 - #".

If you would like MailCo to print, fold and stuff your next large mailing, you can email your electronic information to: mriley@mailcousa.com OR listserv@mailcousa.com OR accounting@mailcousa.com OR call Mike Riley at 479-521-6245

Please complete this portion to help us keep a record of services rendered by MailCo.

Check all that apply:

- Sent MailCo Mailing List via Email
- Sent MailCo Letter via Email
- MailCo to Print / Copy / Mail Merge
- National Change of Address (Always checked, so never add "Return Service Requested" labels)
- Folding & Stuffing or Folding & Tabbed: Trifold w/ seal (8 1/2 x 11) or Quadfold w/ seal (8 1/2 x 14) or Newsletter w/ seal (11 x 17)
- Address & Sorting FSPS Provided Envelopes (Call Phyllis @ ext. 1220 for instructions on using our envelopes) MailCo Provided Envelopes
- Duplicate Address Removal Requested
- Postage
- Envelope to read: "To Fort Smith Public School Parents" (this removes duplicates) or "To the Parents of (Child's Name)"
- MailCo Provided Postcard FSPS Provided Postcard 4.25x5.5 or 8.5x5.5