Please provide information from the numbered sections above in for the areas below to process your order.

Postal Endorsements Explanation:
A. Address Services Requested - Forwarding and return address notification provided at no charge.
B. Forwarding Service Requested - Forwarding and return. New address notification provided only for return mail at no charge.
C. Return Service Requested - No forwarding, only return. New address notification provided at no charge.
D. Change Service Requested - No forwarding, or return. New address notification provided at 50¢ per mail piece. Separate notice of new address or reason for nondelivery provided. Mailpiece disposed of by U.S.P.S.

Please provide information for the envelope you are ordering.

1. Administrative Office or College name:

2. College Department Name:

3. Your Zip+4 Number:

4. Your Postal Account#:

5. Postal Endorsement:

All orders must be approved by the Publications/Public Affairs Office before they can be processed by Printing Center. Please submit this form along with the Printing Center Order Form to Publications/Public Affairs Office, Administration Building 819. Any changes to the established format on this page must be approved by the Publications/Public Affairs Office.