



## POSTAGE PERMIT

U.S Mail must be in mailroom by 2:00 pm to ensure same day mailing

_____	Cost Center Code	_____	First Class
_____	Pieces of Mail	_____	3 <sup>rd</sup> /4 <sup>th</sup> Class
_____	Senders Initials	_____	Library Rate
_____	Division	_____	Bulk Mail (250 minimum.)
_____	Date	_____	First Class Pre-Sort (500 minimum)

THIS FORM MUST BE ATTACHED AND COMPLETED BEFORE YOUR  
MAIL WILL BE TAKEN TO THE POST OFFICE

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