FM-165   BULK MAIL OUT FORM

DELIVER TO:

COST CENTRE   **SENDERS IPC**

NAME OF SENDER

CONTACT PHONE NUMBER   **MOBILE**

SENDERS UNIT   **CAMPUS**

CONTENTS

NUMBER OF ITEMS   **NUMBER OF TUBS**

DATE TO BE DISPATCHED*

*If mail is to be dispatched on a nominated date please specify.

Instructions for Bulk Mail Outs from your Campus

If your Bulk Mail is being Sent from an internal location (Campus Mail room)

- Fill in all details on the 'FM-165 Bulk Mail Out Form' (Number of items are individual envelopes. Number of tubs are how many tubs these envelopes have gone into)
- Bundle your mail together (this can be done in boxes/tubs or in elastic bands-depending on amount of mail)
- Attach a copy of your 'FM-165 Bulk Mail Out Form' to the mail that is to be collected (if you have multiple tubs to be collected, attach an 'FM-165 Bulk Mail Out Form' to each box will all details filled and write Box 1 of 3 etc. on the bottom of the FM-165 form)
- Once your bulk mail is ready for collection, email a copy of the 'FM-165 Bulk Mail Out Form' to fmassist.cityeast@unisa.edu.au
- Take your bulk mail items to your Campus Mail room/IPC collection location. Ensure all mail is labelled and a 'FM-165 Bulk Mail Out Form' is attached
- City East will contact our Mail provider to inform them that your bulk mail out is ready for collection and where it needs to be collected from

FM Assist will arrange the collection of your bulk mail out from your Campuses Mail room (please note that this can take up to two business days for driver to pick up your bulk mail out) once a copy of the 'FM-165 Bulk Mail Out Form' has been sent via email.

Instructions for Bulk Mail Out from Printing Firm/House

If your Bulk Mail is being sent via a Bulk Printing Firm/House

- Arranging direct postage lodgment via Printing Firm/House is preferred method to sending out your bulk postage.
- If the Printing Firm/House cannot arrange direct postal lodgment contact FM Assist for further assistance.

For further question please contact FM Assist at City East at fmassist.cityeast@unisa.edu.au or on 8302 2261.