We know the timely process and subsequent entry of your mail into the USPS is important to you. And if we are supplied with complete and accurate data we will be able to support your needs. On that rare occasion where we have an issue we will contact you and ask for direction. Please understand that you may at times feel the act of filling out this document is a burden to simply get a letter or two mailed. But we have the responsibility to account for $350,000 in annual postage spending $0.48 at a time and the responsibility to each of our user departments to accurately account for their postage spending. So thanks in advance for your help. Should you have a question about this form or the instructions below please contact the Director of College Postal Services at extension 17909.

Form Date: Please enter the current date when you filled out the form.

Department Name: Please print the department name. Example: POSTAL SERVICES

Requester Phone Number: Please print the extension number of full direct dial number for the contact. We need this number in the event there is a question about the pieces to be mailed or the instructions provided.

Requester Name: Please print the name of the person requesting the mailing or the person responsible to be contacted in the event we need information or clarification of the supplied instructions or mail pieces.

Requester Signature: Please have the authorizing individual sign the request form.

Mailing Class: Please indicate the class of mail you would like used for your mail pieces. Choose from 1st class, Media Rate, Priority, Certified, Insured, Parcel Post, Library, Express, Delivery Confirmation, Signature Confirmation, Register

Number of Pieces: Please provide an accurate count of the number of pieces of mail you have submitted for processing. If the count is blank we will document the number of pieces processed on the Mail Authorization Form.

Counts Must Match: If a count is provided please place a check mark in this space adjacent the count if it must match the actual number of pieces that we process. If this column is left unchecked we will accept any count and will mark the form with the actual number of pieces processed. This “actual” count noted will be the final count used in any reconciliation. If this box is checked we will contact the requester at the phone number provided to explain any discrepancy and ask for instructions. Final disposition will be noted on the Mail Authorization Form and will be used for any reconciliation.
College of William & Mary
College Postal Services
Mail Authorization Form

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<th>Mailing Class</th>
<th>Number of Pieces</th>
<th>Counts Must Match</th>
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Form Date:________________________ INDEX #:________________________

Department Name:_____________________________________________________

Requester Phone Number:_______________________________________________

Requester Name (Please Print):_________________________________________

Requester Signature:___________________________________________________