



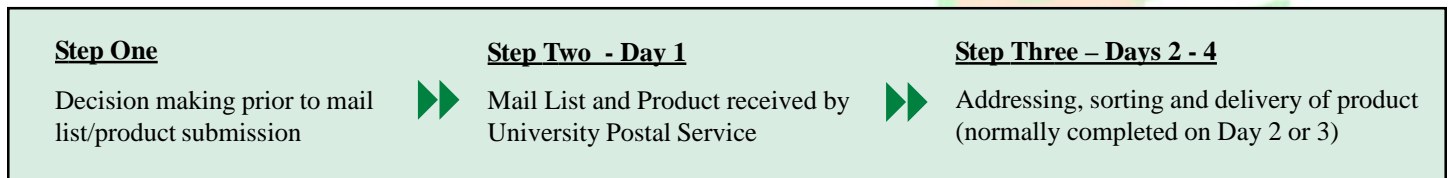
GO GREEN

with your ON-CAMPUS MAILING

ASK YOURSELF:

1. Who is my target audience? Who will benefit from the information and find it of interest? How many pieces should I have printed?
2. When do I want my mailing in the recipient's hand?

Consider the following time line:



3. Do any of the current standard employee groups maintained by Postal Service meet my needs? (charges apply)

GROUP	APPROX NUMBER	NOTES
Faculty/Staff	3135	
Faculty	1160	
Staff	1740	
Professional	840	Included in Staff
Clerical	435	Included in Staff
Deans, Directors, Department Heads	185	Included in Faculty
Department List*	288	
*no individual names – cannot guarantee that items will be posted		

4. If not, consider a customized list set up by the Mail Room (additional fees apply).

CONTACT INFORMATION:

University Postal Service	766-6789	Procedural Information/Special Requests
Julie Becker	766-2376	Customized on-campus mail list
Or		
Jan Tibbitts	766-4909	Customized on-campus mail list