# BULK MAIL PROCESSING SECTION – JOB REQUEST FORM

**TOP PORTION INFORMATION NOT NECESSARY IF USED AS SUPPLEMENT TO QUICKCOPY/REPROGRAPHICS REQUISITION FORM.**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>REFERENCE NO.</th>
<th>DESIRED MAIL DATE</th>
<th>DATE COMPLETED</th>
<th>JOB NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON</td>
<td>EXTENSION</td>
<td>FAX NO.</td>
<td>CAMPUS BOX OR MAILING ADDRESS</td>
<td>QC/REPRO JOB NO.</td>
</tr>
<tr>
<td>DEPARTMENT BILLING PERSON</td>
<td>EXTENSION</td>
<td>FAX NO.</td>
<td>CAMPUS BOX OR MAILING ADDRESS</td>
<td>REQ. RECEIVED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB TITLE OR DESCRIPTION</th>
<th>TOTAL COST</th>
</tr>
</thead>
</table>

**NCA NUMBER**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>FUND</th>
<th>SUB</th>
<th>OBJECT</th>
</tr>
</thead>
</table>

**FOR UCSHC ONLY**

**PLEASE INDICATE WITH AN "X" WHICH OF THE FOLLOWING YOU WANT BMPS TO PROVIDE (SEE BACK SIDE OF FORM FOR SPECIFIC OPTIONS)**

**CAMPUS ADMINISTRATION MAILING LIST OPTIONS:**
(List titles also serve as the correct salutations for mailings)

- DD: DEANS, DIRECTORS, DEPARTMENT CHAIRS & ADMINISTRATIVE OFFICERS
- DA: DEPARTMENT ADMINISTRATORS
- CA: CAMPUS ADMINISTRATORS
- MS: MANAGERS & SUPERVISORS
- AAD: ACADEMIC & ADMINISTRATIVE DEPARTMENTS
- AS: ACADEMIC SENATE
- NEWSBREAK
  - Students only
  - NEWSFA
  - NEWSALL
  - NEWSSE
  - NEWSFC
- MEMBERS OF THE CAMPUS COMMUNITY
  - SE: STAFF EMPLOYEES
    - All Staff Employees by name, except bulk to certain Med Center Departments
    - SEM
    - SED
    - SEP
  - SEDM
  - FMS
  - HSC
  - NRS
  - ABOG
  - MSP
  - CAS
- BARGAINING UNITS (on campus only)
  - CX
  - SX
  - EX
  - NX
- HS: HOUSE STAFF
- FA: FACULTY-ACADEMIC (Paid)
  - FAR
  - FAXR
  - FAMR
  - FMXR
  - FAMD
  - FCMR
  - FCND
  - FCD
  - AFC
- FC: FACULTY-CLINIC (Not Paid)
  - FCMR
  - FCND
  - FCD
  - AFC
- OTHER
  - (Specify under "Instructions")
  - SUPPLIES
    - All envelopes are plain (without return address)
    - 5 x 7 Brown
    - 9 x 12 Brown
    - #10 White/Brown

**LIST ALL THE MATERIALS, SUPPLIES, DISKETTES AND/OR LABELS YOU WILL BE SENDING TO BMPS**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>TITLE/DESCRIPTION/LABEL/DISKETTE</th>
<th>ANTICIPATED DELIVERY DATE</th>
<th>DATE MATERIAL RECEIVED</th>
</tr>
</thead>
</table>

**PROVIDE INSTRUCTIONS ON WHAT NEEDS TO BE DONE. CALL 415/476-5900 FOR ASSISTANCE.**

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**TURNAROUND STANDARDS.** There is a standard of 3-day turnaround on jobs with 25,000 pieces or less and 5-days on jobs over 25,000 pieces. Production will not begin until all materials have been received.

**DESIRED MAIL DATE.** This is the date you want the Bulk Mail Processing Section (BMPS) to deliver the completed job to either the United States Postal Service (USPS) for permit mailing, the Outgoing Mail Processing Section (OMPS) for metering and/or the Mail Distribution Group (MDG) for campus delivery. For campus mail, please allow at least 1 working day for sortation and delivery after the mailing is received from BMPS.

**RUSH CHARGE.** There is a charge of 33% of the labor cost if the Desired Mail Date is less than the standard turnaround time. Unless instructed to mail the completed job on a specific date, e.g. time-dated material, your mailing may be dispatched earlier than you Desired Mail Date.
CAMPUS ADMINISTRATORS
(List titles also serve as the correct salutations for mailings)

DD: DEANS, DIRECTORS, DEPARTMENT CHAIRS & ADMINISTRATIVE OFFICERS
Chancellor, Deans, Med Cntr Director, Chair Acad Senate, VCs, Assoc VCs, Asst Chancellors, AVCs, University Librarian, VChair Acad Senate, Assoc Deans, Med Cntr/MZ Assoc & Asst Directors, Directors reporting to VCs, Acad Chairs, ORU Directors

DA: DEPARTMENT ADMINISTRATORS
Dept MSO or equivalent, Med Cntr/MZMngrs, Med Cntr/MZ Admin Nurses, Med Cntr/MZ Assoc Directors & Asst Directors, Acad Dept VChairs, Acad Dept Div Heads/Chiefs, Dental Clin Directors, Dental Clin Assoc & Asst Directors, Mngrs & Directors reporting to AVCs

CA: CAMPUS ADMINISTRATORS
Combines all of DD & DA.

MS: MANAGERS & SUPERVISORS
Supervisors, Mngrs, & Acad Supervisors as coded by Human Resources. Approval of Labor Relations required.

AAD: ACADEMIC & ADMINISTRATIVE DEPARTMENTS
Campus Departments, Divisions, Units, Labs.

AS: ACADEMIC SENATE
Members of the Academic Senate. Approval of Academic Senate Office required.

NEWSBREAK
Students only
NEWSSE: Staff Employees (excluding Med Cntr or MZ)
NEWSFA: Acad Faculty (excluding House Staff)
NEWSFC: Clin Faculty (Private Provider)
NEWSALL: All of the above

MEMBERS OF THE CAMPUS COMMUNITY
(This salutation may be used for any combination of the Staff & Faculty lists below)

SE: STAFF EMPLOYEES
All Staff Employees that have regular career appointment
SEM: Staff Employees for School of Medicine
SEDM: Staff Employees for Department of Medicine
SED: Staff Employees for School of Dentistry
SEP: Staff Employees for School of Pharmacy
SEN: Staff Employees for School of Nursing
FMS: Full-time Academics, School of Medicine
NRS: All Non-Represented Staff (all shifts) or choose individually
MSP: Exec & Map only
PSS: APS or Staff
HSC: Health Sciences Employees only
ABOG: Academic Business Officers Group
CAS: Campus Auxiliary Services

BARGAINING UNITS (on campus only)
CX EX
NX SX

HS: HOUSE STAFF
Bulk mailing to Medical Residents or affiliated hospitals – VAMC, SFGH, and on-campus departments (all on-campus)

FA: FACULTY-ACADEMIC (Paid)
Salaried Faculty mostly on-campus addresses, some off-campus
FAR: Fac-Acad, including Researchers
FARF: Full-time Fac-Acad, including Researchers
FAXR: Fac-Acad, excluding Researchers
FAXRF: Full-time Fac-Acad, excluding Researchers
FAMR: School of Medicine only, including Researchers
FAMRF: Full-time School of Medicine only, including Researchers
FMXR: School of Medicine only, excluding Researchers
FMXRF: Full-time School of Medicine only, excluding Researchers
FAMD: Dept of Medicine only, including Researchers
FAMDF: Full-time Dept of Medicine only, including Researchers
FDXR: Dept of Medicine only, excluding Researchers
FDXRF: Full-time Dept of Medicine only, excluding Researchers
FAD: School of Dentistry only
FADF: Full-time School of Dentistry only
FAN: School of Nursing only
FANF: Full-time School of Nursing only
FAP: School of Pharmacy only
FAPF: Full-time School of Pharmacy only
MSSCH: All Medical School (Managers & Supervisors for all schools)
PAA: Public Admin Analysts only
SRA: Staff Research Associates only
FMS: Full-time Academics, School of Medicine (home address)

FC: FACULTY-CLINIC (Not Paid)
Non-salaried faculty mostly off-campus/private practice addresses, some on-campus
FCMS: School of Medicine only (off campus or box number)
FMS: Full-time Academics, School of Medicine (home address)
FCMD: Dept of Medicine only
FCN: School of Nursing only
FCP: School of Pharmacy only
AFC: Assoc Clin Faculty (private practice address)

HELPFUL HINTS:

1. Let the date of your letter coincide with the day your letter will be delivered to your correspondent.

2. Avoid Rush Charges by including us while in the planning stages. Advance notices are always welcome.

3. Consider the postage cost when designing your mail piece. The size of the material can often result to additional cost.

4. You can facilitate campus distribution by folding in half or in thirds for mailing with less than 4 pages.

5. For glossy material, instruct your printer to mask an area for labels or inkjet address.

6. If you purchase your mailing labels from outside vendors, ask for CASS certification and postal printout.

FOR QUESTION, PLEASE CALL CUSTOMER SERVICE AT 476-5900