**MAIL CARD ORDERING INFORMATION**

**If your department is in need of new or additional mail cards, please email the completed form to one of the following email addresses:**

**mailing-firstclass@uiowa.edu** **OR** **central-mail@uiowa.edu**

**NEW MAIL CODES/MAIL CARDS**

 **FND ORG DEPT SDEPT GRT/PROG IACT OACT DPACT FN CTR**

 \*MFK Number:

 \*Department:

 \*Sub-department:

 “Title”:

 Contact Name/\*Phone #:

 \*Email address for contact:

 \*Building Address:

 Is there a **date** that this mail code needs to be updated (grant renewal, etc) or a date you want it closed? Please enter the date if it applies:

 Any comments on the mail code usage, such as for Bulk Mail, General Postage, Business Reply Mail, etc.?

\*Please be sure to fill out the starred information requests

**REPLACEMENT MAIL CARDS**

\*Mailcode:

\*Department:

\*Sub-department:

 “Title”:

 Contact Name/\*Phone #:

\*Building Address:

\*Please be sure to fill out the starred information requests.