

R020107



Buildings & General Services  
Internal Services Division – Postal Center  
1078 US Rte 2 Middlesex  
Montpelier, VT 05633-7601  
Tel: 828-2203 Fax: 828-3710  
bgs-postalcenter@state.vt.us

### Postal Center Mailing Notification/Release Form

Date \_\_\_\_\_ Acct.# to be billed for postage \_\_\_\_\_

Agency/Department Name \_\_\_\_\_

Authorizing Name (**Print**) \_\_\_\_\_ Telephone: \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

Contact Name ( **If Different**) \_\_\_\_\_ Telephone \_\_\_\_\_

#### **Type of Mailing**

Letter (#10) \_\_\_\_\_ Flat (8 1/2 x 11) \_\_\_\_\_ Mixed \_\_\_\_\_ Other \_\_\_\_\_

Annual \_\_\_\_\_ Quarterly \_\_\_\_\_ Special Project \_\_\_\_\_ Other \_\_\_\_\_

Brief Description of the mailing: \_\_\_\_\_

Estimated number of pieces \_\_\_\_\_ Preferred Class to be mailed \_\_\_\_\_

Date mailing will arrive at BGS Postal Center \_\_\_\_\_

Date mailing must be sent out \_\_\_\_\_