Department Name_______________________ Date: ________________
Contact Person_______________________ Phone# ________________

Notes to Postal Department:
__________________________________________________________________
__________________________________________________________________

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**Project Identification**

<table>
<thead>
<tr>
<th>Num. Of Pieces</th>
<th>1st. Fund #</th>
<th>2nd Fund #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ UNCG to mail - see instructions below to sort mail (attach form to sorted mail)

Or

☐ Off Campus Mailer (Mailer must send copy of postal form 3602 to: UNCG Postal Services, PO Box 26170, Greensboro, NC, 27402-6170 or fax a copy to 336-334-2588)

Mailer Name __________________________
Contact Person ________________________
Phone Number _________________________

% of split ______% ______%

☐ Copy center is addressing mail pieces and will supply reports by zip code quantities and in sequence.

☐ Mailing piece must be sorted as follows and counts shown on this form. If product is not properly sorted your postal account will be charged $25/hr to correct the mailing.

<table>
<thead>
<tr>
<th>Sort to following NC first 3 digits of zip codes and show count:</th>
</tr>
</thead>
<tbody>
<tr>
<td>270__ 271__ 272__ 273__ 274__ 275__</td>
</tr>
<tr>
<td>276__ 277__ 278__ 279__ 283__ 284__</td>
</tr>
</tbody>
</table>

All other NC Zip codes ________ All other states ________

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If you have any questions please contact the Postal Services at ext. 4-5620

Send completed form to Postal Services - Dining Hall

A PDF of this form can be found at spartanmail.uncg.edu or call Postal Carriers at 4-5247