



**Campus Services
Mail Center**

300 N.E. Second Avenue
Miami, Fl 33132
Ph: (305) 237- 3457
Fax: (305) 237-3790

Please fill out this form for authorization to process printing of flyers and/or other documents that will need mailing services. Attach a copy of brochure, invitation and/or flyer and return along with this form to room 7131.

PERMIT AUTHORIZATION INFORMATION

The following Mailing House: _____
is authorized to use our Permit # 313 for approximately: _____
pieces of mail, during a period of: _____ days, from: _____ to: _____

REQUESTER INFORMATION

Date: _____
Department: _____
Department Head: _____
Department Phone: _____ Fax Number: _____
Department Account to be charged back: _____

Campus Services Director

Mail Center Supervisor

After authorization please mail this form to:
BUSINESS MAIL ENTRY UNIT/UPS-GMF
2200 N.W. 72ND Avenue
Miami, Fl 33152-9651