How do I include chargeback information?

**Preferred Method: Request for Mail Services form with bar code label attached**

1. Attach your department’s bar code label

   ![Barcode Label Image]

2. Complete contact information

   ![Request for Mail Services Form]

3. Indicate mail class

   ![Mail Class Indication]

4. Attach rubber band around form on top of group of mail to be charged to your bar code’s chart string.

   ![Rubber Band Image]

**Alternate Method #1: Bar code label affixed to back of mail**

1. Affix a bar code label to the back of one piece of mail.

   ![Affixed Barcode Image]

2. Attach a rubber band around the entire bundle of mail that should be charged to your chart string.

   ![Rubber Band Around Mail Image]

**Alternate Method #2: Request for Mail Services form**

1. Complete “Request for Mail Services” form and fill in your chart string.

   ![Completed Request Form Image]

2. Attach a rubber band around the form and entire bundle of mail that should be charged to your chart string.

   ![Rubber Band Around Request Form Image]

**Who do I contact with questions?**

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