

# Mail Services Requires Chargeback Information

**EFFECTIVE OCT. 11, 2010**

**Mail Services requires that chargeback information be included with all United States Postal Service mail that is sent to Mail Services for processing.**

Outgoing mail will not be picked up by Mail Services if it does not have either a Request for Mail Services form attached (either with a bar code or with the chart string manually written in) or a bar code label affixed to the back of the envelope.

## **Why are we doing this?**

- Departments receive the best opportunity to reconcile their postage expenses.
- Mail Services receives accurate charge back information.
- Departments can track mail charges with a numbered receipt that appears on budget statements.
- Questions about your mail can be easily resolved when we have a contact name and phone number.

## **How do I include chargeback information?**

*See reverse side for complete instructions.*

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

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

*Disadvantage: No numbered receipt for account tracking*

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

*Disadvantage: More opportunity for error with inaccurate chart strings*

## **Where do I get free bar code labels and Request for Mail Services forms?**

- Complete and submit the online form at:  
[www.northwestern.edu/userservices/mail/mail\\_services](http://www.northwestern.edu/userservices/mail/mail_services)
- Or, send an email with your Name, School/Department, Room/Building, Campus Mail Code and Chart String to James Harrell, Supervisor of Mail Services at [j-harrell@northwestern.edu](mailto:j-harrell@northwestern.edu).
- Or, call Mail Services at 1-7227.

## **Who do I contact with questions?**

- James Harrell, Supervisor of Mail Services, [j-harrell@northwestern.edu](mailto:j-harrell@northwestern.edu), 1-7227
- Tom Luczkowiak, Senior Manager of Mail Services,  
[t-luczkowiak@northwestern.edu](mailto:t-luczkowiak@northwestern.edu), 1-8411



# How do I include chargeback information?

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

- Attach your department's bar code label
- Complete contact information
- Indicate mail class
- Attach rubber band around form on top of group of mail to be charged to your bar code's chart string.

**MAIL SERVICES USE ONLY**  
 No. of Pieces \_\_\_\_\_  
 Total Cost \$ \_\_\_\_\_

**MAIL SERVICES NORTHWESTERN UNIVERSITY**  
 REQUEST FOR MAILING SERVICES  
 2020 Ridge 1-7227  
 Tech Inst. 1-5424  
 Rebecca Crown 7-2279

DATE \_\_\_\_\_

INSTRUCTIONS: This form must accompany all mail sent to Mail Services for processing.  
 Please check if more forms are needed

Place barcode label here or fill in Chart String number

Fund	Dept ID	Project	Activity	Program	Account

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 SCHOOL/DIVISION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
 ROOM/BUILDING \_\_\_\_\_ CAMPUS \_\_\_\_\_ MAILING CODE \_\_\_\_\_ CAMPUS \_\_\_\_\_

**BULK MAIL ONLY**  
 First Class Bulk  
 Third Class Bulk  
 Subject or Description of Material to be mailed: \_\_\_\_\_  
 No. of Pieces \_\_\_\_\_  
 Other Instructions: \_\_\_\_\_

00000  
 00000

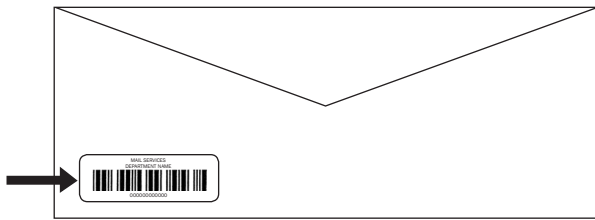
**Check Appropriate Box(es)**  
**DOMESTIC MAIL**  
 Priority Mail  
 Special Delivery  
 Certified-Return Receipt  
 Registered-Return Receipt  
 Value \_\_\_\_\_  
 Insured Value \_\_\_\_\_  
 Express Mail  
 First Class  
 Fourth Class/Parcel Post  
 Book Rate/Special Fourth Class/Media Mail  
 Library Rate

**FOREIGN MAIL**  
 Insured  
 Registered-Return Receipt  
 Express Mail  
 First Class Air Mail  
 Air Printed Matter  
 Surface Printed Matter  
 Air Parcel Post  
 Surface Parcel Post

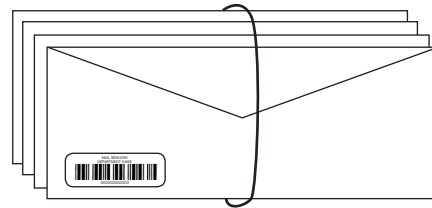
White Copy: Mail Service  
 Canary Copy: Mail Service  
 Pink Copy: Requestor

## 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.



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



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

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

**MAIL SERVICES USE ONLY**  
 No. of Pieces \_\_\_\_\_  
 Total Cost \$ \_\_\_\_\_

**MAIL SERVICES NORTHWESTERN UNIVERSITY**  
 REQUEST FOR MAILING SERVICES  
 2020 Ridge 1-7227  
 Tech Inst. 1-5424  
 Rebecca Crown 7-2279

DATE \_\_\_\_\_

INSTRUCTIONS: This form must accompany all mail sent to Mail Services for processing.  
 Please check if more forms are needed

Place barcode label here or fill in Chart String number

Fund	Dept ID	Project	Activity	Program	Account

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 SCHOOL/DIVISION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
 ROOM/BUILDING \_\_\_\_\_ CAMPUS \_\_\_\_\_ MAILING CODE \_\_\_\_\_ CAMPUS \_\_\_\_\_

**BULK MAIL ONLY**  
 First Class Bulk  
 Third Class Bulk  
 Subject or Description of Material to be mailed: \_\_\_\_\_  
 No. of Pieces \_\_\_\_\_  
 Other Instructions: \_\_\_\_\_

00000  
 00000

**Check Appropriate Box(es)**  
**DOMESTIC MAIL**  
 Priority Mail  
 Special Delivery  
 Certified-Return Receipt  
 Registered-Return Receipt  
 Value \_\_\_\_\_  
 Insured Value \_\_\_\_\_  
 Express Mail  
 First Class  
 Fourth Class/Parcel Post  
 Book Rate/Special Fourth Class/Media Mail  
 Library Rate

**FOREIGN MAIL**  
 Insured  
 Registered-Return Receipt  
 Express Mail  
 First Class Air Mail  
 Air Printed Matter  
 Surface Printed Matter  
 Air Parcel Post  
 Surface Parcel Post

White Copy: Mail Service  
 Canary Copy: Mail Service  
 Pink Copy: Requestor

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

