

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

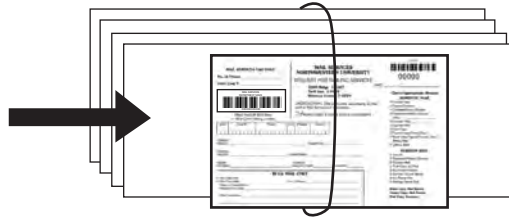


2. Complete contact information

Numbered Receipt allows you to track the charge in your budget statement.

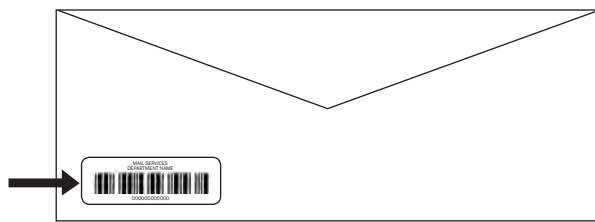
3. Indicate mail class

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

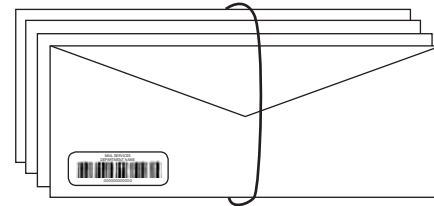


Alternate Method #1: Bar code label affixed to back of mail

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



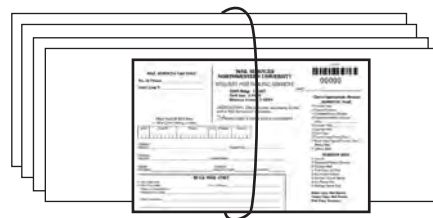
2. Attach a rubber band around the entire bundle of mail that should be charged to your chart string.



Alternate Method #2: Request for Mail Services form

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

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



Who do I contact with questions?

- James Harrell, Supervisor of Mail Services, j-harrell@northwestern.edu, 1-7227
- Tom Luczkowiak, Senior Manager of Mail Services, t-luczkowiak@northwestern.edu, 1-8411