



# Mail Services

## Labor Request Form

To get USPS Approval for Non-profit Material.

Thank you for choosing us as your first option for all your mail necessities. This form will need to be filled out, when a department is requesting help on getting the approval from the USPS BMU Office.

copy | print | mail

xerox™ Business Solutions Southwest

If a UTEP Department needs assistance to process the non-profit permit. Our office will be charge a **labor fee of \$40.00 dlls.** In the event that the mail out will be processed in our office the fee will be write off and the only charge to the department will be the postage.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Department Name: \_\_\_\_\_

Cost Center \_\_\_\_\_

Account Name: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Needs to be Mail Out by: \_\_\_\_\_

### Project Information

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_

Type of Paper: \_\_\_\_\_ With Tabs: \_\_\_\_\_

Comments: \_\_\_\_\_

- |  |   |                                     |                                   |                                    |
|--|---|-------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Postcards               | <input type="checkbox"/> Posters              | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Brochure | <input type="checkbox"/> Bulletins |
| <input type="checkbox"/> Membership Applications | <input type="checkbox"/> Donations Statements |                                     |                                   |                                    |

Other: \_\_\_\_\_

Please email this form to:

**Jesus A. Martinez**

Assistant On-Site Manager for Print & Mail Services  
Xerox – Business Solutions Southwest

Union East, Room 108

Phone: (915) 747-5677

Email: [mailservices@utep.edu](mailto:mailservices@utep.edu)

Website: <http://https://www.utep.edu/vpba/printing-copy-mail/>

SharePoint: <https://minersutep.sharepoint.com/sites/Postage>