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.

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: _________________________________________________________________________________________

☐ Postcards       ☐ Posters       ☐ Newsletter       ☐ Brochure       ☐ Bulletins

☐ Membership Applications ☐ 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 109
Phone: (915) 747-5677
Email: mailservices@utep.edu
Website: http://https://www.utep.edu/vpba/printing-copy-mail/
SharePoint: https://minersutep.sharepoint.com/sites/Postage

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Type of Paper: ___________________________________________ With Tabs:_______________________________

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