



**POSTAGE REQUEST**

DATE OF REQUEST: \_\_\_\_\_ DATE TO BE MAILED \_\_\_\_\_

MINISTRY: \_\_\_\_\_

MINISTRY LEADER'S SIGNATURE: \_\_\_\_\_

ATTACH COPY OF MAILING\*

PURPOSE OF MAILING: \_\_\_\_\_

AUDIENCE: \_\_\_\_\_

# OF PIECES: \_\_\_\_\_

COST EACH: \_\_\_\_\_

TOTAL COST OF MAILING: \$ \_\_\_\_\_

**\*ENVELOPES SHOULD NOT BE SEALED**

**Updated 7-5-12**



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