MAIL AUTHORIZATION CARD
Left Bank Suite 500/6280 Ext. #8-8665

NOTE: SEE BACK OF MAC CARD FOR PROPER MAILING PROCEDURES.
For questions/concerns, please contact Penn Mail Services Ext. #8-8665.

Do Not Presort

Domestic Mail
- First Class
- Library Rate
- Priority
- Media Mail
- Package

International Air Mail
- Letter
- Large Envelope
- Package

International Surface Mail
- Letter
- Large Envelope
- Package

Accountable Mail
- Certified
- Registered
- Insured ($_______)
- Return Receipt
- Signature Confirmation
- Delivery Confirmation

Permit Mail and Large Intramural Mail
See back of MAC for more information.
Bundle Domestic Mail, International Mail separately from intramural mail using rubber bands.

Intramural mail does not require a MAC unless the mailing is 100 pieces or more. If the mailing is 100 pieces or more, please provide the following information:

Quantity of intramural mail pieces provided

Use a MAC with each bundle or container of mail submitted for processing.

Name and telephone number on the front of card should be those of a person who can answer questions about the mail.

Order Mail Authorization Cards by faxing a copy of current MAC with quantity desired to (215) 573-2055, or by emailing your order to mailsrvs@exchange.upenn.edu. Include your speed code (found beneath the bar code on your MAC) and desired quantity.

If you have questions when preparing your mail, please call Penn Mail Services at Ext. #8-8665.

If you are interested in creating a permit mailing, please visit www.upenn.edu/purchasing/publications.

Use the following formats when addressing mail. For example:

**Intramural:**
Penn Mail Services  
Left Bank, Suite #500/6280

**U.S. Mail:**
Univ. of Penn Mail Services  
Left Bank Commons, Suite #500  
3160 Chestnut Street  
Philadelphia, PA 19104-6280

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