

MAIL REQUEST/REVIEW DOCUMENT

Title of Mailing: INNOVATIONS

Publication Control Ref. No. _____

Suite: 6G82 Originator: JANELLE TURNER

Telephone Number: 202-358-0704

A. MAILING LIST PROVIDED: YES NO

B. CD PROVIDED: YES NO

C. LABELS PROVIDED: YES NO

D. MAILING LIST COMPOSITION/DISK EVALUATED:

YES DATE: _____

E. QUALIFIES FOR PRESORT/USPS DISCOUNT
 YES NO

YES: 0.76 (Class/Rate)

F. TIME-SENSITIVE MATERIAL YES NO

1. Must be deposited with the USPS not later than: _____

2. Must be returned to the NASA HQ Mail Center
For dispatch no later than: _____

G. SPECIAL MAILING/DISPATCH INSTRUCTIONS ATTACHED

YES NO

Quality Check: _____

Date: 12-13-2005

SPECIAL MAILING/DISPATCH INSTRUCTIONS

1. Postage Classification for Domestic Addresses/Mail Pieces (Non-NASA)

G-27 Approved: YES **Approved Postal Rate:**
First Class: 0.76
Special Standard Rate: _____
Other: _____

NO

2. Statement of Mailing

- a. Contractor must complete the appropriate USPS Statement of Mailing and enter the total number of Domestic addresses/mail pieces in the appropriate box (Es).
(Sample Attached)
- b. The USPS Statement of Mailing must be presented to a USPS acceptance station at the Time the mail pieces are deposited with the USPS.
- c. The USPS Statement of Mailing must include the **Cost Code 11050**.
- d. The USPS Statement of Mailings must include the **Agency Code 154**.
- e. An executed copy of the Statement of Mailing must be returned within 5 business days to NASA HQ Attn.: Mike Barrett, Mail Suite 4D36, Washington DC 20546.

3. International Addresses:

- a. All International mail pieces (including CANADA) must be prepared for mailing.
- b. Mail pieces must be placed in an appropriate envelope (camera-ready or sample copy provided). Note: Multiple post cards destined to a single addressee must be placed in an appropriate mailer.
- c. All mail pieces must be separated alphabetically by country and must be Banded/boxed/packaged by country.

4. NASA Addresses:

- a. All mail pieces addressed to NASA HQ must be prepared for mailing and must be boxed and returned to the NASA HQ Mail Center for dispatch not later than: _____

SPECIAL MAILING/DISPATCH INSTRUCTIONS

b. All mail pieces addressed to a domestic NASA Field Center must be prepared for mailing and must be boxed and returned to the NASA HQ Mail Center for dispatch not later than: _____.

5. Content of Address Information on Disk(s):

  Contains Domestic and International Addresses

 Contains Domestic Addresses Only

 Contains International Addresses Only

a. Number of Disk(s): 1

CD # 1 Contains: **CR,FR,HQ,DO**

CD # Contains: _____

CD # Contains: _____

CD # Contains: _____

b. Breakdown of Address Composition/Number of Addressees

Domestic non-NASA (by ZIP Code) 4,826

NASA Field Centers (by ZIP Code) 233

NASA HQ 48

Foreign + Canadian 299

c. Total Number of Addressees: 5,406

d. Total: G-27 Domestic Addresses: 4,826

SPECIAL MAILING/DISPATCH INSTRUCTIONS

- e. Total: Without G-27 (if applicable) 580
- f. Total number of labels (if applicable)
- g. Total Number of Printed Copies

6. Description of Mail Piece:

Mail piece is a self mailing booklet. The G-27 is for Non-NASA Domestic addresses. The rest will be returned to the mail center For distribution.

7. Additional Comments/Instructions:

The included labels has the number of copies specified on each Label. Those are to be shipped via special standard mail according Standards with indicia.

Reviewed:

Mike Barrett
HQ Mail Program Manager
Suite 4D36 (202) 358-2516

Date