



APPLICATION FOR BUSINESS REPLY MAIL ACCOUNT

Application Date: ___ / ___ / _____ (MM/DD/YYYY)
 Name of Department: _____
 Campus Address: _____
 Billing Zone: _____
 Departmental Contact: _____
 Phone Number: _____
 E-Mail: _____

Billing Information

Speed Chart: ___ _ _ _
 Dept. ID: _____
 Fund: _____
 Proj. Grant: _____
 Program Code: _____

Domestic Business Reply
 USA/International Business Reply

Title 1
 Title 2

2329 WEST MALL
 VANCOUVER BC V6T 9Z9



Signature Authorizing Account Setup: _____

Name of Signatory: _____

(Person signing for authorization MUST have FMS signing authority for the speed chart to be billed)

Please submit your completed form to Campus Mailing Services at campus.mail@ubc.ca.

Notes on Business Reply Mail Accounts

All customers requesting a Business Reply account will be charged a \$100.00 annual fee to their speed chart to cover administrative costs associated with a Business Reply account. This charge will continue annually, regardless of mail volume sent, unless Campus Mail is notified to cancel the account. This cancellation should be sent to campus.mail@ubc.ca.

Mail metering services should be applied for separately, using the 'Application for Metering Services' form found on our website.

Should you have inquiries about Business Reply Mail, you can contact our Mail Processing Coordinator at 604-822-6046. Or, you can email us at campus.mail@ubc.ca.

For Office Use Only:

Business reply number assigned: _____