THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Property and Facilities Division

Form
07/18

REQUEST FOR REPLY PAID SERVICE   PF114

The following information <u>must</u> be supplied to the University mailroom before an application for a Reply Paid Permit will be lodged with Australia Post. Please allow up to 3 days for Australia Post processing requirements.

1.   Please indicate type of application: ☐ In Australia   ☐ International *(fee applies)*

2.   Size of envelope:

Small Articles   **Large Articles**

110mm x 220mm (DL)   ☐   162mm x 229mm (C5)   ☐

Other *(please specify):* (_____ mm x _____ mm)   229mm x 324mm (C4)   ☐

3.   Reply Paid Address Details: *(details to appear on envelope)*

Line 1: _____

Line 2: _____

Line 3: _____

University of Queensland

Campus *(please select):*   **St Lucia** ☐   **Gatton** ☐

Other Location *(if applicable)*: _____

4.   Account Nomination and Authorisation (MUST BE COMPLETED)
Chart String:

_ _ _ _ _ _ _ | _ _ | _ _ _ | _ _ | _ _ _ _ _ | _ _ _ _ _ _ _ _ _
   OPAL   SITE   FUND   FUNCTION   PROJECT   FFT (Optional)

Financial Delegate Signature: _____   Phone No.: _____   Date: _____

Financial Delegate Name: _____

5.   UQ Mailroom will e-mail your Reply Paid address artwork directly to you.

Complete your email Address: _____   Phone No.: _____

NB: When you receive your artwork please make contact with the University Printery to discuss your printing and envelope requirements. Allowance is made on each application for the printing of the University Logo however if the Logo is not required please cross box ☐.

6.   Please email completed form to store@pf.uq.edu.au.

For further information please phone internal 52279 or external 07 3365 2279.