



REQUEST FOR REPLY PAID SERVICE PF114

The following information must 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

110mm x 220mm (DL) []

Other (please specify): (____ mm x ____ mm)

Large Articles

162mm x 229mm (C5) []

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 or fax completed form to internal fax number 59055 or external fax number 07 3365 9055.

For further information please phone internal 51458 or external 07 3365 1458.