



**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:**

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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 [mailroom@pf.uq.edu.au](mailto:mailroom@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.