REQUEST FOR REPLY PAID SERVICE

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