

NOTICES & FLYERS

DISTRIBUTION SERVICE

Distribution Center
 University Hall
 1 LMU Drive, Suite 800
 Los Angeles, CA 90045-2659
 Tel 310.338.2890
 Fax 310.258.8761
 www.lmu.edu/dc

Department: _____

Contact Person: _____

Phone Number: _____

Email: _____

Budget #: _____

(Flyers will not be processed without billing info)

Please attach a copy of each flyer to this form

Notices & flyers are processed on a first-come, first-serve basis. Standard turnaround within 2-3 business days.
 Please anticipate longer delivery times during periods of high volume (semester start/end, holidays). 75 pcs min. qty

Expedited Service: 1-2 Business days, Standard service fee ^x 2 Contact Person Initials: _____

Recipients	Unaddressed	Price / piece	Approximate Quantity
<input type="checkbox"/>	Undergraduate Student Campus Boxes	\$ 0.10	6,500
<input type="checkbox"/>	Staff and Faculty	0.10	1,800
<input type="checkbox"/>	Jesuits	0.10	60
<input type="checkbox"/>	Contracted Employees	0.10	100
<input type="checkbox"/>	Department (1-2 flyers per department)	0.10	220, 440
Recipients	Individually Addressed	Price / piece	Please Note Quantity
<input type="checkbox"/>	Campus Boxes / Staff / Faculty	\$ 0.15	

Help LMU to **GO GREEN!**

Please be environmentally responsible with campus wide distributions...
 consider sending 1 or 2 flyers to each department for posting.