



UM Housing Mailing Label Request

101 Turner Hall • (406) 243-2611 • www.umt.edu/housing • housing@mso.umt.edu

All mailings for UM Housing facilities must be sent through official mail services and must be addressed in accordance to US Postal Service guidelines. Address labels may be purchased through the UM Housing Office by completing and submitting this form.

Only University organizations may purchase UM Housing mailing labels.

Mailing Information:

First Name: _____ Last Name: _____

University Organization: _____

Contact Phone #: () - Email: _____

Mailing Event/Information Title: _____

Description of Mailing: _____

Date(s) of Event: _____

Mailings should be mailed at least one (1) week before the event in order to be delivered in time.

Requested Labels:

- Residence Halls - One per Mailbox: \$30.00 X _____ # of sets = _____
- Approximately 1428 Labels*
- Residence Halls - One per Resident: \$60.00 X _____ # of sets = _____
- Approximately 2324 Labels*
- Residence Halls - One per Male Resident: \$30.00 X _____ # of sets = _____
- Approximately 1058 Labels*
- Residence Halls - One per Female Resident: \$30.00 X _____ # of sets = _____
- Approximately 1264 Labels*
- University Villages - One per Apartment: \$30.00 X _____ # of sets = _____
- Approximately 572 Labels*
- Lewis & Clark Village - One per Apartment: \$15.00 X _____ # of sets = _____
- Approximately 192 Labels*
- Lewis & Clark Village - One per Resident: \$30.00 X _____ # of sets = _____
- Approximately 450 Labels*

Total = _____

Requested pick-up date: _____ - Request form should be submitted at least 48 hours in advance.

* - Actual label numbers may vary as the number printed reflects the current occupancy.

Payment Information:

Department Billing - Index Code: _____ Account #: _____

Cash Check #: _____ Credit Card - Visa/MasterCard/Discover

Pay to "University of Montana"

Please include an example of the mailing for review.

Office Use Only	
<input type="checkbox"/> Printed	<input type="checkbox"/> Department Billed
Date: _____	Staff: _____

Mailing Guide:

- **On Campus Organizations** - All residence hall mail must be delivered through Campus Mail Services at Facilities.
- **Do not deliver mailings directly to the individual residence halls.** The hall staff has been instructed to refuse these mailings.
- **Mail for Lewis and Clark Village and University Villages is delivered through regular mail channels and requires postage through the US Postal Service.**

Tips for Successful Mailings:

- Please make sure to separate your mailings by building and, if possible, keep in room order. Lack of sorting may delay the distribution by a couple of days.
- We encourage you to include a return address on your mailing. We find that most mail without returning addresses are tossed into the nearest trash can in the lobbies.

Address Format:

- As of 2014, the US Postal Service determined Residence Hall mailing addresses should be formatted with the resident's full name on the first line, room number and building name on the second line, and "Missoula, MT 59801" on the third line.

Examples:

Resident ### Aber Hall Missoula, MT 59801	Resident ### Craig Hall Missoula, MT 59801
Resident ### Jesse Hall Missoula, MT 59801	Resident ### Knowles Hall Missoula, MT 59801
Resident ### Elrod Hall Missoula, MT 59801	Resident ### Duniway Hall Missoula, MT 59801
Resident ### Miller Hall Missoula, MT 59801	Resident ### Pantzer Hall Missoula, MT 59801
Resident ### Turner Hall Missoula, MT 59801	

Label Numbers by Hall:

	<u>Mailboxes</u>	<u>Occupants</u>
Aber Hall	205	377
Craig Hall	190	372
Duniway Hall	124	192
Elrod Hall	66	109
Jesse Hall	205	374
Knowles Hall	138	266
Miller Hall	232	320
Pantzer Hall	201	201
Turner Hall	63	115
Total**	1424	2326

**Actual number of labels provided may vary as vacant rooms are not included which fluctuates from day to day as moves occur.