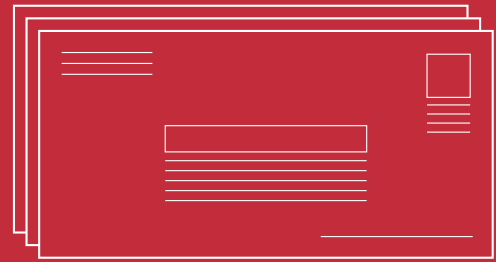




BUSINESS REPLY MAIL



1. What is Business Reply Mail (BRM)?

Business Reply Mail (BRM) is a service where the sender provides the recipient with a postage-paid return envelope or label for an easy, “no-cost” return. For example, BRM is commonly used for the return of donations, surveys, research responses, and payments.

2. Why should I use BRM?

- Recipients are more likely to respond if reply envelopes, labels, or cards are available
- Envelopes, cards, or labels with preprinted addresses and barcodes travel through the postal service faster than handwritten mail with no barcode
- Postage is only charged if the recipient replies

3. Who can help me with BRM?

We can help. Please contact your Project Coordinator or call 801-581-6171.

4. Can I design my own BRM?

No, BRM has specific layout and permit requirements. To meet postal requirements, We at University Print & Mail Services will assist you with the BRM’s design, layout, printing, and mailing.

5. How should business reply letters be addressed?

The address should include:

- Your department name
- Project name
- c/o The University of Utah Print & Mail Services
1795 E South Campus Drive, #135
Salt Lake City, UT 84112

Contact us at 801-581-6171 to ensure the BRM piece is accurately set-up and meets university and postal requirements.

6. How do I get the BRM piece to my intended recipients?

- We can print BRM envelopes/labels and deliver them to you to distribute as you wish
- We can assist with an outbound mailing that includes your messaging materials and the BRM piece

7. How do I set up BRM from my project?

Contact us to:

- Set up a routing request for the return mail
- Provide us with the chartfield you would like the postage billed to
- Give the contact information of the person in charge of the project

NEED HELP? We can help you with idea generation, mailer design, and can print and mail it for you. For assistance, please contact your Project Coordinator or call us at 801-581-6171.