

# STATE OF NEBRASKA

## AGENCY CHANGE OF ADDRESS NOTIFICATION



When an agency or division within an agency relocates, planning of mail delivery and relocation of leased copiers from AS Copy Services need to be addressed at the earliest stages to ensure continuity of services for both the customer and AS Copy Services and Mail Center.

When possible, please provide at least a 6-month notice on any and all relocation plans, even if specific information is not yet available. Mail courier routes are established and cannot be changed without prior notice. Leased copiers, in accordance with contract terms, can only be relocated by the contractor at a scheduled time arranged by AS Copy Services

If your agency is planning a move in the future, please fill out the information below and send it to: [asmat.mailcenter@nebraska.gov](mailto:asmat.mailcenter@nebraska.gov) and [asmateriel.copyservices@nebraska.gov](mailto:asmateriel.copyservices@nebraska.gov).

TODAY'S DATE:	
NAME OF AGENCY/DIVISION:	
CONTACT PERSON FOR THIS RELOCATION:	
PHONE NUMBER:	
EMAIL ADDRESS:	
CURRENT ADDRESS:	
EFFECTIVE OR PROJECTED DATE OF MOVE/RELOCATION:	
NEW ADDRESS:	
IS RELOCATION FOR AN ENTIRE AGENCY OR A SUBDIVISION?	
WILL AGENCY NAME REMAIN THE SAME? IF NO, PROVIDE <b>NEW NAME</b> :	
DAILY MAIL VOLUME (PROJECTED): <i>LIGHT/MEDIUM/HEAVY</i>	
IS THERE <b>SAFE, DESIGNATED</b> PARKING AVAILABLE DAILY FOR MAIL COURIER? PLEASE DESCRIBE.	
IS INTEROFFICE MAIL SERVICE CURRENTLY PROVIDED? IF SO, WHAT IS CURRENT PICK-UP TIME?	
DOES AGENCY HAVE COPIERS LEASED THROUGH AS COPY SERVICES? HOW MANY?	
IS THIS RELOCATION TEMPORARY OR PERMANENT? IF TEMPORARY, FOR HOW LONG?	