The following items must be submitted to the Franking Commission for review in order to distribute a Mass Mailing:

- Advisory Opinion Request Form
- Member's Franking Certification Form
- Single Drop Mass Mail Obligation Form
- PDF file of the mailer the office wishes to send

Once you have received an advisory opinion from the Franking Commission and received a bill from the vendor you may process payment of the invoice through the CAO's Office of Finance.