MAIL SERVICES ORDER FORM

Domestic Mail Only			
□1st Class □Priority □Express □Parcel Post			
☐ Media (Books, manuscripts, printed music, printed test materials & charts, videotapes, CD's & diskettes. No advertising.)			
□Library (to library or university)			
□Bound Printed Matter (Catalogs & books w/ advertisements)			
□UPS Ground Insurance			
☐Best price Days needed			
Special Services			
□Certified □Return Receipt □Signature Confirmation			
□Delivery Confirmation			
□ Insured \$(max \$5000)			
Date Phone			
Sender			
Have questions? Need supplies? Call 346-3130 for help.			
Or go to www.usps.gov for more information.			
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MAIL SERVICES ORDER FORM Domestic Mail Only			
Mail Services Order Form			
MAIL SERVICES ORDER FORM Domestic Mail Only			
MAIL SERVICES ORDER FORM Domestic Mail Only □1st Class □Priority □Express □Parcel Post □Media (Books, manuscripts, printed music, printed test materials &			
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INTL MAIL SERVICES ORDER FORM

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INTL MAIL SERVICES ORDER FORM	INTL MAIL SERVICES ORDER FORM
First Class International	☐ First Class International
☐ First Class International	☐ Priority Mail International (6-10 days)
☐ Priority Mail International (6-10 days)	
Express Mail International (4-5 business days)	☐ Express Mail International (4-5 business days)
☐ M-Bag (call with questions)	☐ M-Bag (call with questions)
Best price Days needed	☐ Best price Days needed
SPECIAL SERVICES	SPECIAL SERVICES
☐ Certificate of Mailing (Proof of mailing only)	☐ Certificate of Mailing (Proof of mailing only)
☐ Return Receipt	☐ Return Receipt
☐ Insured \$	☐ Insured \$
Need customs information for packages .	Need customs information for packages.
Quantity, description, country of manufacture & value (if	Quantity, description, country of manufacture & value (if
applies).	applies).
Save \$1.00. Prepare your own customs forms.	Save \$1.00. Prepare your own customs forms.
DATEPHONE	DATEPHONE
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Call 346-3130 with questions or to order supplies.	Call 346-3130 with questions or to order supplies.
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