



Mailing Form Special Services

Enter your MC Code in the space below and hit enter.

Note: All 10 digits are required, including leading zeros

Enter Department Name and Individual Name: (REQUIRED)

Department/Division Name:

Individual Name:

Information:

1. Always include this form with **EACH PIECE or BATCH** of outgoing mail.
2. Attach this form to outgoing mail with a rubber band or paperclip.
3. To save time, print copies and file for future use.

Mail Center Added Service Options for Additional Fees
Check **ALL** that Apply

Letters:

- Express Mail USPS**
(Saturday delivery at NO additional fee)
- Certified Mail**
- Return Receipt**
(Any person can sign at address)
- Restricted Delivery**
(Signature of addressee ONLY)
- Registered Mail**
(Substantial monetary value such as stocks, bonds, diamonds, etc.)
- Priority Mail**
(2-3 day delivery, NOT guaranteed)
- Other** _____

Packages:

- Next Day Air**
 - By End of Day
 - Before Noon (Add'l Fee)
- Second Day Air**
- Saturday Delivery**
(Recipient MUST be available to accept package on Saturday. i.e. Business Open? Minimum \$15 additional fee)
- Insurance**
Amount: _____
(must be in \$100 increments)
- Other** _____

Special Services:

- Fees to be Charged to Another Shipper's Account**
Account No. _____
Shipper Name: _____
 - Other** _____
 - International Shipment**
 - 3-5 Days**
 - 4-7 Days**
 - 7 Plus Days**
- (**Special Custom forms MUST be completed in person at the Mail Center. Requires name and phone of sender, recipient phone, description and value of contents and any receipts for sold items)