

**REGULAR MAIL LETTER
&
PACKAGE SHIPPING REQUIREMENTS**

1. The package must be clearly addressed, including your return address.
 2. The package must be secured using plastic, or cloth mailing tape.
 3. This form must be completed and accompany the package showing what type of shipping, and what services are preferred.
 4. You must declare the value of the package as all packages are insured for \$100.00 unless otherwise stated.
 5. Packages must be received in the mailroom by 2:00pm if you want it processed that day.
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SHIPPING FORM:

DATE: _____ **CAMPUS/PROGRAM:** _____

ORG #: _____ **PHONE #/EXT:** _____

BUDGET CODE: _____

	YES		NO
Do you need tracking?	<input type="checkbox"/>		<input type="checkbox"/>
International (out of country)?	<input type="checkbox"/>		<input type="checkbox"/>
Do you want insurance?	<input type="checkbox"/>	Value \$ _____	<input type="checkbox"/>
Is there a deadline?	<input type="checkbox"/>		<input type="checkbox"/> If yes, Date: _____

CAMPUS ADMINISTRATOR SIGNATURE

DATE

PRINT NAME

Mailroom Use Only: (Ext 336-0141)

Amount of Postage \$ _____

☐ Department Name/ORG matches Pitney Bowes

If not Pitney Bowes. Name: _____

Current Date: _____

☐ Special Handling: _____

