

TO: CAMPUS MAIL SERVICE

FROM DEPT: -----

BUDGET ACCT. NO-----

MAIL TYPE	TOTAL PIECES
INTERNATIONAL	
----- AIR	-----
DOMESTIC	
-----FEDEX	-----
-----UPS	-----
USPS	-----
-----EXPRESS (MUST BE DELIVERED TO POST OFFICE BY DEPT)	
-----PRIORITY	-----
-----FIRST CLASS GROUND ADVANTAGE	-----
-----MEDIA MAIL	-----
-----LIBRARY	-----
-----POST CARDS	-----
-----PERMIT#1(PRESORT 1 ST CLASS)	-----
-----PERMIT#36(MARKETING MAIL)	-----
-----INSURED, REG, CERT.	-----
-----RETURN RECEIPT (ONLY WITH CERT/REGIST/INSURED MAIL.)	
-----DEPT. INTERCAMPUS	-----
-----PRE-STAMPED MAIL	-----
	TOTAL -----
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DATE

SIGNATURE

INCLUDE ORANGE BAR CODE CARD WITH THIS FORM IF ANY MAIL IS TO HAVE POSTAGE APPLIED.