

UNIVERSITY MAIL SERVICES – Mailing Form

<p>Required Information</p> <p>From: Department: _____ <input type="checkbox"/> Personal</p> <p>Account: _____</p> <p>Contact: _____ Ext: _____</p> <p>To:</p> <p>Business _____</p> <p>Contact _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p>	<p>Additional Information</p> <p><input type="checkbox"/> Add Insurance Total Value \$ _____</p> <p><input type="checkbox"/> Saturday Delivery (Possible Extra Fee)</p> <p><input type="checkbox"/> Signature Required Direct / Indirect</p> <p>()</p> <p>_____ Recipient phone number</p>
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Next Day	Two Day	Three Day	Standard	International
FedEx AM	FedEx	FedEx	FedEx Ground	FedEx Priority
FedEx PM	UPS	UPS	UPS Ground	FedEx Economy
UPS	<i>Best Rate</i>	<i>Best Rate</i>	USPS Priority	USPS Express
USPS Express			USPS First Class	USPS Priority
(PO Boxes)			USPS Media Mail	USPS Parcel
<i>Best Rate</i>			<i>Best Rate</i>	<i>Best Rate</i>