

CAMPUS MAIL SERVICES WORK ORDER

DATE _____
AUTHORIZED SIGNATURE _____

INDEX CODE _____
PHONE NUMBER _____

US POSTAL SERVICE

- 1ST CLASS/PRIORITY MAIL
- INTERNATIONAL AIR MAIL*
- DOMESTIC EXPRESS MAIL
- INTERNATIONAL EXPRESS MAIL* **
- MEDIA MAIL
- LIBRARY MAIL
- BULK MAIL (call CMS for preparation help)
- SPECIAL SERVICES
 - CERTIFIED
 - RETURN RECEIPT
 - REGISTERED (call CMS before preparing)
 - INSURANCE _____ HOW MUCH?

UPS (street addresses only)

- GROUND
 - NEXT DAY AIR
 - 2ND DAY AIR
 - 3DAY SELECT
 - INTERNATIONAL WAYBILL* **
 - SPECIAL SERVICES
 - INSURANCE _____ HOW MUCH?
- FED EX** (street addresses only)
(no discounts—not on state contract)
- DOMESTIC AIRBILL
 - INTERNATIONAL WAYBILL* **
 - SPECIAL SERVICES
 - INSURANCE _____ HOW MUCH?

*if over 4 ounces an itemized list of contents is *required*
**destination phone number is *required*
QUESTIONS? CALL CMS AT 2-6201

FOR CMS USE ONLY
#78 _____ #57 _____ OTHER _____



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