

**CAMPUS MAIL SERVICES WORK ORDER**

DATE \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_

INDEX CODE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

**US POSTAL SERVICE**

- 1<sup>ST</sup> 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
- 2<sup>ND</sup> 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 \_\_\_\_\_



**CAMPUS MAIL SERVICES WORK ORDER**

DATE \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_

INDEX CODE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

**US POSTAL SERVICE**

- 1<sup>ST</sup> 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
- 2<sup>ND</sup> 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 \_\_\_\_\_



**CAMPUS MAIL SERVICES WORK ORDER**

DATE \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_

INDEX CODE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

**US POSTAL SERVICE**

- 1<sup>ST</sup> 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
- 2<sup>ND</sup> 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 \_\_\_\_\_

