

Printing Services

PRINT • DESIGN • COPY • MAIL

Mailroom Phone: 554.8362

Postage Form

U.S. Mail will only be processed if this form is filled out completely and turned in at time of delivery.

Date: _____ Time: _____

Campus/Organization: _____

Budget Code:

6 3 9 9

Requested by (*print*): _____

Authorized by: _____

Select one:

First Class/Presort Certified/Return Receipt

Contents in Mail: _____

Amount of:

Letters: _____ Flats: _____ Postcards: _____

Packages: _____ Boxes: _____

..... *Mailroom use only*

Total: \$

Printing Services

PRINT • DESIGN • COPY • MAIL

Mailroom Phone: 554.8362

Postage Form

U.S. Mail will only be processed if this form is filled out completely and turned in at time of delivery.

Date: _____ Time: _____

Campus/Organization: _____

Budget Code:

6 3 9 9

Requested by (*print*): _____

Authorized by: _____

Select one:

First Class/Presort Certified/Return Receipt

Contents in Mail: _____

Amount of:

Letters: _____ Flats: _____ Postcards: _____

Packages: _____ Boxes: _____

..... *Mailroom use only*

Total: \$