

PeopleSoft Chartstring # _____

DEPARTMENT: _____ **AUTHORIZED BY** _____ **DATE:** _____

U.S. Mail

Mail Categories	# Of Pieces
U.S. First Class	
U.S. Parcel Post	
U.S. Book Rate / Media mail	

SPECIAL SERVICES

Indicate Service Required with a <input checked="" type="checkbox"/>		# Of Pieces
Express Mail	With <input type="checkbox"/> Return Receipt	
Registered Mail	With <input type="checkbox"/> Return Receipt	
Certified Mail (US Only)	With <input type="checkbox"/> Return Receipt	
U.S. Insured Amount \$	With <input type="checkbox"/> Return Receipt	
Priority Mail		

INTERNATIONAL MAIL

Mail Categories	# Of Canada / Mexico Pieces	# Of All Others Pieces
Air Mail First-Class Mail International **		
Priority Mail International*		
Priority Mail International — Flat Rate		
Express Mail International* Check for with <input type="checkbox"/> Return Receipt		
Ail Mail M-Bag (book 11lbs minimum)		
Insured Amt. \$ _____		

* Custom form is needed Inquires X64236
**All international mail 1 lbs. and over needs a custom form

Total Mailing Charges _____

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Indicate Service Required with a <input checked="" type="checkbox"/>		# Of Pieces
Express Mail	With <input type="checkbox"/> Return Receipt	
Registered Mail	With <input type="checkbox"/> Return Receipt	
Certified Mail	With <input type="checkbox"/> Return Receipt	
U.S. Insured Amount \$	With <input type="checkbox"/> Return Receipt	
Priority Mail		

INTERNATIONAL MAIL

Mail Categories	# Of Canada / Mexico Pieces	# Of All Others Pieces
Air Mail First-Class Mail International **		
Priority Mail International*		
Priority Mail International — Flat Rate		
Express Mail International* Check for with <input type="checkbox"/> Return Receipt		
Ail Mail M-Bag (book 11lbs minimum)		
Insured Amt. \$ _____		

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Total Mailing Charges _____