



# Mailing Instruction Form

**PLEASE NOTE:**

**This form must be complete and legible before mail can be processed. Sponsored Research, Contracts & Grants, and Title III Departments must have prior approval from Sponsored Research and Funds must be available before submitting mail to the University Post Office. The Department Name, Account Number & Project Number must be included on this form.**

**Charge To:**

E&G Account Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

C&G Account Number: \_\_\_\_\_ Project Number: \_\_\_\_\_

SENDER'S NAME (Please Print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Please legibly mark the desired mailing options from the list below.**

**USPS MAIL DELIVERY**

**SPECIAL DELIVERY OPTIONS**

<input type="checkbox"/> First Class	<input type="checkbox"/> Parcel Post
<input type="checkbox"/> Priority Mail (2 to 3 Days)	<input type="checkbox"/> Library Mail
<input type="checkbox"/> Express Mail (Next Day)	<input type="checkbox"/> Bulk Mail
	<input type="checkbox"/> Certified Mail
	<input type="checkbox"/> Return Receipt

The Campus Post Office also Offers **UPS** options for the University Community.

**UPS DELIVERY OPTIONS**

<input type="checkbox"/> UPS Ground	<input type="checkbox"/> UPS Next Day Air Saver
<input type="checkbox"/> UPS 3-Day Select	<input type="checkbox"/> UPS Next Day Air
<input type="checkbox"/> UPS 2 <sup>nd</sup> Day Air	<input type="checkbox"/> UPS Next Day Air Early AM
<input type="checkbox"/> UPS 2 <sup>nd</sup> Day Air AM	<input type="checkbox"/> International Express Mail

Tracking # \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:**

The Campus Post Office reserves the right to ship any Parcel / Letter by the most cost efficient method available unless justification is given as to why a more expensive option is required.

Mail **cannot** be processed without a Valid signature.