Letter & Package Processing Request
Campus Mail Services
Division of Finance & Administration
Address 1500 N. Patterson St. • Valdosta, GA 31698–0190
Phone 229.333.5672 • Fax 229.259.5031
E-mail vsumail@valdosta.edu • Web www.valdosta.edu/finadmin/business/campusmail/

First Class
- ___ Pcs Letter/Postcard/Flat (Large Envelope, Small pkg.)
- ___ Pcs Priority

Package Shipment
- ___ Pcs Media/Library Mail (Book/Library) Rate
- ___ Pcs UPS ___ Pcs FED EX 2nd Day Service
- ___ Lowest Rate ___ UPS Call Tag

International Air Mail
- ___ Pcs Letter ___ Pcs Parcel Post
- ___ Pcs Printed Matter

Next Day Service (Default Service — FED EX)
- ___ Priority — by noon next day ___ Other, USPS, UPS
- ___ Standard — next business day

Instructions
Enter the number of pieces for service needed. Use a separate statement for each category. (I.e.: First class, Package Shipment, International Airmail, etc.)
A separate statement must be prepared for letter size mail as well as large envelopes (flats) in each category. Please bundle separately.

Contact Information (please print)
- DEPARTMENT NAME
- POSTAL CODE
- PHONE NUMBER
- SENDER’S NAME
- SIGNATURE

Miscellaneous
- ___ Non-Profit Mailing (Minimum 200 pcs)
- ___ Certificated Mail ___ Return Receipt Requested
- ___ Delivery Confirmation (USPS Priority, Library/Book Rates only)
- ___ Optional Additional Insurance Declared Value $________

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