



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 vsu@mail@valdosta.edu • Web www.valdosta.edu/finadmin/business/campusmail/

Date		

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

Contact Information (please print)

DEPARTMENT NAME _____

POSTAL CODE _____

PHONE NUMBER _____

SENDER'S NAME _____

SIGNATURE _____

Miscellaneous

_____ Non-Profit Mailing (*Minimum 200 pcs*)

QUANTITY

Certified Mail Return Receipt Requested

Delivery Confirmation (*USPS Priority, Library/Book Rates only*)

Optional Additional Insurance Declared Value \$ _____

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.



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