



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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