



Letter & Package Processing Request

Campus Mail Services

Division of Business & Finance

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/~busserve/campmail.html

The Division of Business & Finance is a foundation of services supporting the VSU community.

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.



Letter & Package Processing Request

Campus Mail Services

Division of Business & Finance

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/~busserve/campmail.html

The Division of Business & Finance is a foundation of services supporting the VSU community.

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.