UAF Department Request for Postage

THIS SECTION MUST BE COMPLETED:

Date: ___________________ Phone: ___________________

_____________________ _______________________
Signature Print

*Mail received by 2pm is guaranteed same day processing*

SERVICES REQUESTED

DOMESTIC MAIL

_____ 1st Class/ Priority _____ Media Rate
(approx. 2-5 days) (approx. 2-4 wks)

_____ Standard Post
(approx. 2-4 wks)

COMPLETED forms must be attached for all of the following:

_____ Express (2 day)

_____ Certified/ Return Receipt

_____ Insured: Value $_________ (Max $5,000 per piece)

_____ Registered: Value $_________

(Special preparations required, call x5260 for details)

INTERNATIONAL MAIL

_____ 1st Class _____ Priority _____ Express

CUSTOMS forms ARE REQUIRED for all international mail 13oz or more. (Small Green Form: up to 4lbs, Large White Form: over 4lbs)

Questions Call x5260.

PLEASE CHECK ALL THAT APPLY - ___ Fragile ___ Perishable ___ Liquid
___ Perfume ___ Lithium Batteries ___ Hazardous

MAIL SERVICES USE ONLY

Date: _______ Meter: ______________

Amount: ______________