



Fund: _____ Org: _____

UAF Department Request for Postage

Date: _____	Phone: _____
_____	_____
Signature	Print Name

Mail received by 2pm is guaranteed same-day processing

SERVICES REQUESTED

DOMESTIC MAIL

_____ Priority _____ Media Rate
 (approx. 2-3 days) (approx. 2-4 wks)
 _____ 1st Class Letter or Postcard Rate _____ Ground Advantage
 (approx. 2-5 days) (approx. 2-5 days)

COMPLETED forms must be attached for all of the following:

_____ Express (2-day)
 _____ Certified/ Return Receipt
 _____ Insured: Value \$ _____ (Max \$5,000 per piece)
 (Special preparations required, call 474-7215 for details)

INTERNATIONAL MAIL

_____ 1ST Class _____ Priority **Express: contact about.**

CUSTOMS forms **ARE REQUIRED** for all international mail 13oz or more. Must be filled out and printed from USPS.com – Questions: Call 474-7215.

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

CAMPUS MAIL CENTER USE ONLY	
Date: _____	Meter: _____
Amount: _____	



Fund: _____ Org: _____

UAF Department Request for Postage

Date: _____	Phone: _____
_____	_____
Signature	Print Name

Mail received by 2pm is guaranteed same-day processing

SERVICES REQUESTED

DOMESTIC MAIL

_____ Priority _____ Media Rate
 (approx. 2-3 days) (approx. 2-4 wks)
 _____ 1st Class Letter or Postcard Rate _____ Ground Advantage
 (approx. 2-5 days) (approx. 2-5 days)

COMPLETED forms must be attached for all of the following:

_____ Express (2-day)
 _____ Certified/ Return Receipt
 _____ Insured: Value \$ _____ (Max \$5,000 per piece)
 (Special preparations required, call 474-7215 for details)

INTERNATIONAL MAIL

_____ 1ST Class _____ Priority **Express: contact about.**

CUSTOMS forms **ARE REQUIRED** for all international mail 13oz or more. Must be filled out and printed from USPS.com –

Questions: Call 474-7215.

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

CAMPUS MAIL CENTER USE ONLY	
Date: _____	Meter: _____
Amount: _____	