



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

_____ 1 ST Class/ Priority (approx. 2-5 days)	_____ Media Rate (approx. 2-4 wks)
_____ Postcard Rate (approx. 2-5 days)	_____ 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 x7215 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

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



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