UAF Department Request for Postage

Date: ___________________ Phone: ___________________

_________________________ _________________________
Signature    Print Name

*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)

____ Postcard Rate  ______ Standard Post
  (approx. 2-5 days)   (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: _____________