



Letter & Package Processing Request

VSU Campus Mail Services

Division of Finance & Administration
Address 1500 N. Patterson St. • Valdosta, GA 31698-0190
Phone 229.333.5672 • E-mail vsu@mail@valdosta.edu
Web www.valdosta.edu/administration/finance-admin/plant-ops/campus-mail/

Date

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First Class

PCS _____ Letter/Postcard/Flat (Large Envelope, Small pkg.)

PCS _____ Priority

Package Shipment

PCS _____ Media/Library Mail (Book/Library) Rate

PCS _____ UPS PCS _____ UPS 2nd Day Service

PCS _____ Lowest Rate _____ UPS Call Tag

International Air Mail

PCS _____ Letter

PCS _____ Parcel Post

Next Day Service (Default Service — UPS)

PCS _____ Priority — by noon next day

PCS _____ 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.



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