

Letter & Package Processing Request

Campus Mail Services
Division of Business & Finance
Address 1500 N. Patterson St. • Valdosta, GA 31698-0190
Phone 229-333-5672 • Fax 229-259-5031
E-mail vsumail@valdosta.edu • Web www.valdosta.edu/~busserve/campmail.html

Date	

First Class		Contact Information (please prin	nt)	
Pcs Letter/Postca	ard/Flat (Large Envelope, Small pkg.)			
Pcs Priority		DEPARTMENT NAME		
Package Shipment		POSTAL CODE		
Pcs Media/Librar	ry Mail (Book/Library) Rate	PHONE NUMBER		
Pcs UPS	Pcs FED EX 2nd Day Service	SENDER'S NAME		
Lowest Rate	UPS Call Tag			
International Air M	ail	SIGNATURE		
Pcs Letter	Pcs Parcel Post	Miscellaneous		
Pcs Printed Matte	er	QUANTITY Non-Profit Mailing (M	Non-Profit Mailing (Minimum 200 pcs)	
Next Day Service	(Default Service — FED EX)	Certified Mail	Return Receipt Requested	
Priority — by noc	on next day Other, USPS, UPS	Delivery Confirmation (USPS Prior	ity, Library/Book Rates only)	
Standard — next	: business day	Optional Additional Insurance	Declared Value \$	
	Inst	tructions		
A separate st	Letter & Package Process		004 — Letter & Package Processing Request FORM — Page 1	
VSU	Letter & Package Process Campus Mail Services Division of Business & Finance Address 1500 N. Patterson St. • Valdosta, GA 31698–(Phone 229–333–5672 • Fax 229–259–5031 E-mail vsumail@valdosta.edu • Web www.valdosta.ed	ing Request	004 — Letter & Package Processing Request FORM — Page 1 Date	
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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.