

# Instructions for Mailing and Shipping

Fill out one form for each account being charged.

Date: \_\_\_\_\_  
 From: \_\_\_\_\_  
 Acct #: \_\_\_\_\_

Ext # \_\_\_\_\_  
 Dept \_\_\_\_\_



Mail Services	
Type	# of pieces
Priority	_____
1st Class	_____
Library rate	_____
Parcel post	_____
Post card	_____
Express	_____
Certified	_____
Registered	_____
Foreign Air	_____
Global Express	_____
Global Priority	_____

Shipping Services	
Type	# of pieces
FedEx Ground	_____
FedEx Priority (by 10:30 am)	_____
FedEx Standard (end of business day)	_____
FedEx 2nd day	_____
FedEx Home Delivery	_____

\_\_\_\_\_  
 Signature