

**CAMPUS MAIL SERVICES WORK ORDER**

DATE \_\_\_\_\_ Index Code \_\_\_\_\_

Phone Number \_\_\_\_\_

**US POSTAL SERVICE**

\_\_\_ EXPRESS (2 DAYS)

\_\_\_ PRIORITY (2-3 DAYS)

\_\_\_ 1<sup>ST</sup> CLASS

\_\_\_ MEDIA MAIL

\_\_\_ LIBRARY MAIL

**SPECIAL SERVICES**

\_\_\_ CERTIFIED

\_\_\_ RETURN RECEIPT

\_\_\_ INSURED \_\_\_\_\_ VALUE

**UPS** (street addresses only, no PO boxes)

\_\_\_ GROUND

\_\_\_ 2 DAY AIR

\_\_\_ 3 DAY SELECT

\_\_\_ NEXT DAY AIR (must have by 2:00pm)

Questions? CALL CMS at 2-6201

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