CAMPUS MAIL SERVICES WORK ORDER	CAMPUS MAIL SERVICES WORK ORDER
DATEIndex Code	DATEIndex Code
Phone Number	Phone NumberName
US POSTAL SERVICE	US POSTAL SERVICE
EXPRESS (2 DAYS)	EXPRESS (2 DAYS)
PRIORITY (2-3 DAYS)	PRIORITY (2-3 DAYS)
1 <sup>ST</sup> CLASS	1 <sup>ST</sup> CLASS
MEDIA MAIL	MEDIA MAIL
LIBRARY MAIL	LIBRARY MAIL
SPECIAL SERVICES	SPECIAL SERVICES
CERTIFIED	CERTIFIED
RETURN RECEIPT	RETURN RECEIPT
INSUREDVALUE	INSUREDVALUE
UPS (street addresses only, no PO hoxes	UPS (street addresses only no DO boyes
GROUND	GROUND
2 DAY AIR	_2 DAY AIR
_3 DAY SELECT	3 DAY SELECT
NEXT DAY AIR (must have by 2:00pm)	NEXT DAY AIR (must have by 2:00pm)
Questions? CALL CMS at 2-6201	Questions? CALL CMS at 2-6201
	<b>经验费</b>

SPECIAL SERVICES

\_\_LIBRARY MAIL

\_\_MEDIA MAIL

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

\_\_PRIORITY (2-3 DAYS)

\_\_EXPRESS (2 DAYS)

**US POSTAL SERVICE** 

Phone Number

CAMPUS MAIL SERVICES WORK ORDER

Index Code\_

\_\_CERTIFIED

Questions? CALL CMS at 2-6201

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

\_\_3 DAY SELECT

2 DAY AIR

\_\_GROUND

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

\_\_INSURED

VALUE

\_\_RETURN RECEIPT