|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department Name Mail Code | | | | | |
| Mailer’s Manual Signature Phone # | | | | | |
| Print Name Date | | | | | |
| Visit our web page for a description of each Domestic Mail Class and Extra Services. Please call the USF Post Office for additional clarification and to request **FREE MAILING LABELS, ENVELOPES, BOXES and RETURN RECEIPTS.** | | | | | |
| **MAIL SERVICE – PRIORITY MAIL EXPRESS**  10:30 AM delivery where available, extra fee applied | | | **PIECES** | **FAST CHARTFIELDS** | |
| Business Unit |  |
| Priority Mail Express |  | |  |
| **EXTRA SERVICES** | **YES** | **NO** |  | Operating Unit |  |
| 10:30 AM FEE |  |  |  |
| Return Receipt |  |  |  | Fund Code |  |
| **MAIL SERVICES** | | | **PIECES** |
| Priority Mail |  | |  | Department ID |  |
| First Class Mail |  | |  |
| Retail Ground |  | |  | Product |  |
| Media Mail |  | |  |
| Library Mail |  | |  | Initiative |  |
|  |  | |  |
| **EXTRA SERVICES** | **RETURN RECEIPT** | | **PIECES** | **GRANTS ONLY (PROJECT)** | |
| **YES** | **NO** |  | PC Bus. Unit | GRT01 |
| Certified Mail |  |  |  | Project |  |
| Restricted Delivery |  |  |  | Activity ID |  |
| Signature Confirmation |  |  |  | Analysis Type | GLE |
| Use one Mail Service Document for each piece of Insured or Registered mail. USF Post Office employees cannot pick up Registered mail on the campus mail routes. Therefore, customers are requested to bring Registered mail to the USF Post Office before 4:00 p.m. | | | | | |
| **EXTRA SERVICES** | **RETURN RECEIPT** | | | **Contact Information:**   * Mail Processing: 974-2606 * Billing: 974-2313 or 974-3885 * http://www.pplant.usf.edu/index.php/post-office | |
| **YES** | **NO** | **VALUE** |
| Insured |  |  | $ |
| Registered |  |  | $ |

|  |
| --- |
| **Comments:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **USF Post Office use only** | | | |
| Clerk’s  Initials | Unit | Data Entry  Clerk’s Initials | Job # |
| **Code** | **49** | **46** |  |
| Pieces |  |  |  |
| Charges ($) |  |  |  |