



MAILING SERVICES ORDER FORM

OSU PRINTING & MAILING SERVICES
QUESTIONS? CALL 737-3508

Please Place Bar Coded Sticker Here
INDEX NUMBER

Name _____ (Required) Date _____

Phone _____ (Required) Email _____

U.S. MAIL

1st Class Mail

Priority

Package Services

Contents of Package: _____
(Required)

Parcel Post

Media

Library

INTERNATIONAL MAIL

Document

Type: _____
(Required)

Other

Contents of Package: _____

(Required)

Air Mail (letters & packages)

Global Priority

Gift: YES NO

Value \$ _____
Required for **all** international mail.

SPECIAL SERVICES

Express Delivery

Certified only

Certified with return receipt

Insured

Contents: _____

Declared Value \$: _____

Signature Confirmation (*Packages only*)

Registered Only (Value \$ _____)

Registered with return receipt
(Value \$ _____)