# USPS ORDER FORM

**IMPORTANT - MAIL WILL NOT BE PROCESSED WITHOUT THIS INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Phone</th>
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## U.S. Mail

- [ ] 1st Class Mail
- [ ] Priority Mail
- [ ] Package Services
  - Contents: ____________________________
  - Ground [ ] Media [ ] Library

## International Mail

- [ ] Air Mail (letters & packages)
- [ ] Global Priority (3-5 days)
- [ ] Global Express (1-5 days)
  - Document type: ____________________________
  - Package Contents: ____________________________
    - Value: ____________________________
  - Sample: [ ] Research [ ] Commercial
  - Gift: [ ] Yes [ ] No

## U.S. Special Services

- [ ] Certified with return receipt
- [ ] Certified only
- [ ] Tracking Confirmation (Packages only)
  - email ____________________________
  - Insurance: [ ] YES [ ] NO
  - Declared Value: ____________________________

## Int'l Special Services

- [ ] Registered Only (Value $ __________________)
- [ ] Registered with return receipt (Value $ __________________)
  - Insurance: [ ] YES [ ] NO
  - Declared Value: ____________________________

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### INTERNATIONAL MAIL

- [ ] Air Mail (letters & packages)
- [ ] Global Priority

A customs certificate is required on all packages.

Contents must be identified: ____________________________

Gift?: ____________________________

Value $: ____________________________

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Declared Value $: ____________________________

- [ ] Signature Confirmation
- [ ] Registered Only
- [ ] Registered with return receipt