



# USPS ORDER FORM

Please Place Bar Coded Sticker Here

INDEX NUMBER

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

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

## U.S. Mail

- 1st Class Mail
- Priority Mail
- Package Services

Contents: \_\_\_\_\_

**REQUIRED**

- Ground
- Media
- Library

## U.S. Special Services

- Certified with return receipt
- Certified only
- Tracking Confirmation (Packages only)  
email \_\_\_\_\_

Insurance:  YES  NO Declared Value: \_\_\_\_\_

## International Mail

- Air Mail (letters & packages)
- Global Priority (3-5 days)
- Global Express (1-5 days)

Document type: \_\_\_\_\_

**REQUIRED**

Package Contents: \_\_\_\_\_

**REQUIRED**

Value: \_\_\_\_\_

**REQUIRED**

Sample:  Research  Commercial

Gift:  Yes  No

## Int'l Special Services

- Registered Only (Value\$ \_\_\_\_\_)
- Registered with return receipt (Value \$ \_\_\_\_\_)

Insurance:  YES  NO Declared Value: \_\_\_\_\_

**REQUIRED**