

Customer ID#	MPF	Mail Code
Business or Dept. Name		
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		PIECES	Date Stamp (USF Post Office Use Only)	
10:30 AM delivery where available, extra fee applied				
Priority Mail Express				
EXTRA SERVICES	YES	NO		
10:30 AM FEE				
RETURN RECEIPT				
MAIL SERVICES		PIECES		
Priority Mail				
First Class Mail				
Standard Post				
Media Mail				
Library Mail				
EXTRA SERVICES	RETURN RECEIPT			
	YES	NO	PIECES	
Certified				
Restricted Delivery				
Signature Confirmation				

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: <ul style="list-style-type: none"> 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 (\$)			