

USF Post Office **MAIL SERVICE DOCUMENT** for **INTERNATIONAL MAIL** MPFexternalINT'L2014

Customer ID#	MPF	
Business or Dept. 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 INTERNATIONAL Return Receipt where available, extra fee applied	PIECES	Date Stamp (USF Post Office Use Only)
Priority Mail Express International		
EXTRA SERVICES	YES	NO
RETURN RECEIPT		
MAIL SERVICES		
Priority Mail International		
First Class Mail International		
Airmail M-bag International		

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 (\$)			