

# SUPPLY LIST ORDER FORM

DATE \_\_\_\_\_  
 NAME \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_  
 BUILDING \_\_\_\_\_  
 ROOM \_\_\_\_\_

## EXPRESS MAIL ENVELOPES

SELECTION	QUANTITY	ITEM
		CARDBOARD
		PAPER

## LABELS

SELECTION	QUANTITY	ITEM
		CERTIFIED
		REGISTERED
		INSURED
		EXPRESS
		USPS TRACKING

## PRIORITY MAIL ENVELOPES

SELECTION	QUANTITY	ITEM
		DOMESTIC
		INTERNATIONAL <i>(requires a Declaration Form)</i>
		FLAT RATE BOXES

## RETURN RECEIPT

SELECTION	QUANTITY	ITEM
		DOMESTIC <i>(Green)</i>
		INTERNATIONAL <i>(Pink)</i>

## INTEROFFICE ENVELOPES

SELECTION	QUANTITY	ITEM
		<i>(Available only when Mail Services has a supply in the Office)</i>

## DECLARATION FORM

SELECTION	QUANTITY	ITEM
		SMALL
		LARGE <i>(For boxes &amp; large packages)</i>

**\*Note:** Address on the Declaration form must be the same as the address on the mailing.

**SUBMIT**

**Note:** Please save this form on your computer *first* before submitting or form may not be successfully sent.

