

MAIL SERVICE STAMP REQUEST AND DELIVERY RECEIPT

DEPARTMENT BLDG & RM #

NAME TELEPHONE

ACCOUNT # Date

Campus Envelopes 0.10
 Postage Rates
 Letter not over 1 ounce 0.42
 Additional ounce 0.17
 Postcard Stamp 0.27

For additional rates please call please call 593-1850.

Item Requested	Qty	Price Each	Total Price
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Price			\$ -

The following stamps/postcards have been delivered to the above department and will be charged to your operating account given above.

Received By: _____

Date Received: _____

Delivery Driver Initials: _____

This form is to be returned to Mail Services billing area. Do not leave with the department!

Please email, fax, or send request to Mail Services!!

Fax: 593-9519
 email: lowery-r@ohio.edu
 Campus Mail: Mail Service, The Ridges Bldg 8 Room 100