

**UNITED STATES POSTAL SERVICE
DOMESTIC SHIPPING ORDER FORM**



MAIL SERVICES
100 Elm Street - Campus Center
T (413) 585-4156 F (413) 585-2075
www.smith.edu/mailexpress
mailexpress@smith.edu

Name: _____
Department: _____
Org# or Fund or Grant Code: _____
Contents: _____

Campus Address: _____
Extension: _____ Date: _____
Email Address: _____
Signature: _____

Order will not be processed without "Cost Center" charge account information.
If mailing International Mail, please use the "USPS International Postage Order Form."
NOTE: All mail received after 3:00pm* may be subject to next business day processing.
(*Please allow adequate time for processing on all orders over 100 pieces.)

DOMESTIC MAIL SERVICES	PIECES	COST
Priority Mail (2-3 days)		
First Class Envelopes/Flats(2-3 days. Anything over 13oz will be shipped Priority)		
Ground Advantage (3-5 day Shipment)		
Library Mail (2-8 days)		
Media Mail (2-8 days)		

ADDITIONAL SERVICES

RUSH SAME DAY PROCESSING

Please notify us via email and phone if opting to use this service. Rush mail must be received by 1:00pm in order to guarantee it is processed for the 3:30pm mail pick up.

- Certified (USPS Form Required)
 - Insurance (USPS Form Required)
 - Tracking Tracking No. _____
 - Signature Confirmation (USPS Form Required)
 - Return Receipt (USPS Form Required)
 - Insurance Amount: \$_____
- Tracking service available for: Priority Mail, Ground Advantage, Media Mail.

* **EXPRESS MAIL SERVICES** *
* (REQUIRES A USPS EXPRESS MAIL FORM.) *
* Express Mail provides overnight delivery of urgent letters and packages to most locations in the U.S. Many locations receive delivery by noon the next day. Deliveries are even made on Saturdays. Not all zip codes are guaranteed for overnight delivery. *
* **NUMBER OF PIECES:** _____ **COST:** _____ *

- Mail Services reserves the right to inspect any mail piece that does not have a Smith College Departmental return address.
- First Class service will be used if no service is selected.
- If service selected is not available, the next available service will be used.

MAIL SERVICES USE ONLY

Date Processed: _____ Processed By: _____ Total Order: \$_____