

**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/mailservices
mailservices@smith.edu

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

Campus Address: _____
Extension: _____ Date: _____
Printed Name: _____
Signature: _____

Order will not be processed without Banner 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 Mail (2-3 days. Anything over 13oz will be shipped Priority)		
First Class Mail Parcel (2-3 days. Anything over 13oz will be shipped Priority)		
Library Mail (2-8 days)		
Media Mail (2-8 days)		
Standard Post (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: First Class Parcel Mail, Priority Mail, Media Mail, & Standard Post.

* **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: \$_____