

**UNITED STATES POSTAL SERVICE  
INTERNATIONAL POSTAGE 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 Domestic Mail, please use the "USPS Domestic 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.)

**ALL FIRST CLASS PARCELS, PRIORITY, EXPRESS AND ANY MAIL PIECE WEIGHING MORE THAN 16OZ MUST HAVE A CUSTOMS FORM. CUSTOMS FORMS CAN BE FOUND AT USPS.COM.**

**ONCE YOU HAVE COMPLETED THE CUSTOMS FORM, PLEASE SIGN AND DATE ON THE APPROPRIATE LINE. MAIL SERVICES WILL AFFIX CUSTOMS FORM TO MAIL PIECE FOR YOU DURING PROCESSING. PLEASE RETAIN THE CUSTOMER COPY OF THE CUSTOMS FORM IF YOU WISH TO KEEP A RECORD.**

**COUNTRY NAME FOR INTERNATIONAL MAIL NEEDS TO BE FULLY WRITTEN OUT ON LAST LINE OF ADDRESS. NO ABBREVIATIONS.**

**PADDED AND RIGID ENVELOPES ARE CONSIDERED PARCELS.**

INTERNATIONAL MAIL SERVICES	PIECES	COST
Priority Express Mail (3-5 business days. Not available to all countries.)		
Priority Mail (6-10 business days. Not available to all countries.)		
First Class Mail (7-15 business days. Anything over 4lbs will be shipped Priority)		

**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.

Insurance (USPS Form Required)     Insurance Amount: \$\_\_\_\_\_

Tracking service: Consider using UPS if you must be able to track the mail you are sending.

\*\*\*\*\*  
\* **EXPRESS MAIL SERVICES** \*  
\* (REQUIRES A USPS EXPRESS MAIL FORM.) \*  
\*\*\*\*\*

- 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: \$\_\_\_\_\_