OAKLAND UNIVERSITY MAIL SERVICES REQUEST

IF FORM IS NOT FILLED OUT PROPERLY, THE MAIL WILL BE RETURNED THE NEXT BUSINESS DAY.

UNS-MSR 10/10

THIS SLIP MUST BE SIGNED AND ATTACHED TO ALL MAIL OR PACKAGE THAT YOU WISH TO HAVE PROCESSED

Date		Name	
Department Name		Fund Number	Place Barcode Sticker Here
•United States Postal Services (USPS)	•United Parcel Service (UF	PS) •Federal Express (FedEx)	 International Mail
First Class	Next Day	Priority Overnight	Air Mail
Media Rate	Next Day Saver	Standard Overnight	Surface
Express Mail	2nd Day	2nd Day	Express
Priority Mail	3rd Day	Express Saver	Priority
Parcel Post	Ground	Saturday Delivery	•DHL (International Only)
Certified Mail	Saturday Delivery	y Insured Value \$	
Registered Mail	Insured Value \$		Phone Number Required
Return Receipt			Express Worldwide
Delivery Confirmation			
Insured Value \$	Total Piece Count:	Parcel Flats	Letters