

Mailing Form

Fill out the form completely before bringing the package down to the Mail Room; rm 207. Leave form with package.

MCAD MAILING FORM

USPS UPS Cheapest Option

Recipient Info

Domestic or International - Please Circle

Company Name: _____

Recipient Name: _____

Street Address: _____

City: _____

State / Province: _____

Zip / Postal Code: _____

Phone Number or Email: _____

Sender's Info

Sender's Name: _____

Sender's Phone Number/Email: _____

Charge to Department: _____

Would you like the tracking number emailed to you? Yes No

Declared Value: _____

(If value is more than \$100)

Shipment Info

Next Day 2 Day 3 Day Ground Media Mail

Receipt deadline (if applicable): _____

.....OFFICE USE ONLY.....

Package Height: _____

Price: _____

Width: _____

Pickup confirmation #: _____

Length: _____

Initials: _____

Package Weight: _____

Date: _____

Tracking Number: _____