

Date: _____		Department Name: _____		Account #: _____	
Number of Pieces: _____		Prepared By: _____			
1 <sup>st</sup> Class Letters _____	1 <sup>st</sup> Class Flats _____	1 <sup>st</sup> Class Parcel _____ <small>envelopes over 1/2" thick</small>			
Post Cards _____ <small>(4"x 6" Max Size)</small>	Bulk Rate _____	Library Rate _____	Media Mail _____		
Certified Mail _____	Priority Mail _____ <small>(Free Tracking)</small>	Express Mail _____	Insured Mail _____		
Return Receipt _____	Delivery Confirmation _____				
International _____	Out of Town _____	* Local Only _____			
<b>*LOCAL MAIL IS MAIL THAT ZIP CODES BEGIN WITH 298, 308 OR 309</b>					

Date: _____		Department Name: _____		Account #: _____	
Number of Pieces: _____		Prepared By: _____			
1 <sup>st</sup> Class Letters _____	1 <sup>st</sup> Class Flats _____	1 <sup>st</sup> Class Parcel _____ <small>envelopes over 1/2" thick</small>			
Post Cards _____ <small>(4"x 6" Max Size)</small>	Bulk Rate _____	Library Rate _____	Media Mail _____		
Certified Mail _____	Priority Mail _____ <small>(Free Tracking)</small>	Express Mail _____	Insured Mail _____		
Return Receipt _____	Delivery Confirmation _____				
International _____	Out of Town _____	* Local Only _____			
<b>*LOCAL MAIL IS MAIL THAT ZIP CODES BEGIN WITH 298, 308 OR 309</b>					

Date: _____		Department Name: _____		Account #: _____	
Number of Pieces: _____		Prepared By: _____			
1 <sup>st</sup> Class Letters _____	1 <sup>st</sup> Class Flats _____	1 <sup>st</sup> Class Parcel _____ <small>envelopes over 1/2" thick</small>			
Post Cards _____ <small>(4"x 6" Max Size)</small>	Bulk Rate _____	Library Rate _____	Media Mail _____		
Certified Mail _____	Priority Mail _____ <small>(Free Tracking)</small>	Express Mail _____	Insured Mail _____		
Return Receipt _____	Delivery Confirmation _____				
International _____	Out of Town _____	* Local Only _____			
<b>*LOCAL MAIL IS MAIL THAT ZIP CODES BEGIN WITH 298, 308 OR 309</b>					