

SUPPLY LIST ORDER FORM

DATE _____
 NAME _____
 PHONE NUMBER _____

DEPARTMENT _____
 BUILDING _____
 ROOM _____

EXPRESS MAIL ENVELOPES

SELECTION	QUANTITY	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	CARDBOARD
<input type="checkbox"/>	<input type="checkbox"/>	PAPER

LABELS

SELECTION	QUANTITY	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFIED
<input type="checkbox"/>	<input type="checkbox"/>	REGISTERED
<input type="checkbox"/>	<input type="checkbox"/>	INSURED
<input type="checkbox"/>	<input type="checkbox"/>	EXPRESS
<input type="checkbox"/>	<input type="checkbox"/>	USPS TRACKING

PRIORITY MAIL ENVELOPES

SELECTION	QUANTITY	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DOMESTIC
<input type="checkbox"/>	<input type="checkbox"/>	INTERNATIONAL <i>(requires a Declaration Form)</i>
<input type="checkbox"/>	<input type="checkbox"/>	FLAT RATE BOXES

RETURN RECEIPT

SELECTION	QUANTITY	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DOMESTIC <i>(Green)</i>
<input type="checkbox"/>	<input type="checkbox"/>	INTERNATIONAL <i>(Pink)</i>

INTEROFFICE ENVELOPES

SELECTION	QUANTITY	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<i>(Available only when Mail Services has a supply in the Office)</i>

DECLARATION FORM

SELECTION	QUANTITY	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SMALL
<input type="checkbox"/>	<input type="checkbox"/>	LARGE <i>(For boxes & large packages)</i>

***Note:** Address on the Declaration form must be the same as the address on the mailing.

SUBMIT

Note: Please save this form on your computer *first* before submitting or form may not be successfully sent.