

DO NOT WRITE IN THIS AREA

TIME/DATE STAMP

INQUIRY NO.

NYU MAIL SERVICES



www.nyu.edu/mail.services

### 1 CLIENT INFORMATION

REQUESTED BY (LAST NAME, FIRST NAME, MIDDLE INITIAL)			DEPARTMENT		SCHOOL	
ADDRESS			FLOOR/ROOM	PHONE	FAX	DATE / /
ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT	AUTHORIZATION SIGNATURE DEAN/DEPT HEAD	
					X	

### 2 SELECT SHIPPING SERVICES

#### DOMESTIC MAIL SERVICES

##### USPS

- FIRST CLASS
  - PRIORITY MAIL
  - STANDARD (200 Pieces Minimum)
  - MEDIA MAIL
  - EXPRESS MAIL (USPS Label Required)
- # \_\_\_\_\_

##### USPS EXTRA SERVICES

- CERTIFIED
  - RETURN RECEIPT
  - REGISTERED
  - INSURED
- Value \$ \_\_\_\_\_

##### UPS

- GROUND
- NEXT DAY MORNING DELIVERY
- NEXT DAY SAVER, AFTERNOON DELIVERY
- SECOND DAY
- SATURDAY DELIVERY

#### INTERNATIONAL MAIL SERVICES *(Address label must include country name and phone number)*

##### USPS

- AIR MAIL
  - GLOBAL PRIORITY \*
  - M-BAG \*
  - EXPRESS MAIL (USPS Label Required)
- # \_\_\_\_\_

##### USPS EXTRA SERVICES

- REGISTERED
- RETURN RECEIPT

##### UPS

- WORLDWIDE EXPRESS (1-3 Business Days Delivery)
- WORLDWIDE SAVER (1-3 Business Days PM Delivery)
- WORLDWIDE EXPEDITED (2-5 Business Days Delivery)
- STANDARD (Canada Only- Date Defined Delivery)

\* USPS Customs Declaration Form (2976-A) Required

### 3 SPECIAL INSTRUCTIONS

#### FOR MAIL SERVICES USE ONLY *(Do not write below this line)*

RECEIVED

DATE / /	TIME	
NO. OF PIECES	WEIGHT	TOTAL

DO NOT WRITE IN THIS AREA

TIME/DATE STAMP

INQUIRY NO.

NYU MAIL SERVICES



www.nyu.edu/mail.services

### 1 CLIENT INFORMATION

REQUESTED BY (LAST NAME, FIRST NAME, MIDDLE INITIAL)			DEPARTMENT		SCHOOL	
ADDRESS		FLOOR/ROOM	PHONE	FAX	DATE / /	
ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT	AUTHORIZATION SIGNATURE DEAN/DEPT HEAD	
					X	

### 2 SELECT SHIPPING SERVICES

#### DOMESTIC MAIL SERVICES

##### USPS

- FIRST CLASS
  - PRIORITY MAIL
  - STANDARD (200 Pieces Minimum)
  - MEDIA MAIL
  - EXPRESS MAIL (USPS Label Required)
- # \_\_\_\_\_

##### USPS EXTRA SERVICES

- CERTIFIED
  - RETURN RECEIPT
  - REGISTERED
  - INSURED
- Value \$ \_\_\_\_\_

##### UPS

- GROUND
- NEXT DAY MORNING DELIVERY
- NEXT DAY SAVER, AFTERNOON DELIVERY
- SECOND DAY
- SATURDAY DELIVERY

#### INTERNATIONAL MAIL SERVICES *(Address label must include country name and phone number)*

##### USPS

- AIR MAIL
  - GLOBAL PRIORITY \*
  - M-BAG \*
  - EXPRESS MAIL (USPS Label Required)
- # \_\_\_\_\_

##### USPS EXTRA SERVICES

- REGISTERED
- RETURN RECEIPT

##### UPS

- WORLDWIDE EXPRESS (1-3 Business Days Delivery)
- WORLDWIDE SAVER (1-3 Business Days PM Delivery)
- WORLDWIDE EXPEDITED (2-5 Business Days Delivery)
- STANDARD (Canada Only- Date Defined Delivery)

\* USPS Customs Declaration Form (2976-A) Required

### 3 SPECIAL INSTRUCTIONS

#### FOR MAIL SERVICES USE ONLY *(Do not write below this line)*

RECEIVED

DATE / /	TIME	
NO. OF PIECES	WEIGHT	TOTAL

DO NOT WRITE IN THIS AREA

TIME/DATE STAMP

INQUIRY NO.

NYU MAIL SERVICES



www.nyu.edu/mail.services

### 1 CLIENT INFORMATION

REQUESTED BY (LAST NAME, FIRST NAME, MIDDLE INITIAL)			DEPARTMENT		SCHOOL	
ADDRESS		FLOOR/ROOM	PHONE	FAX	DATE / /	
ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT	AUTHORIZATION SIGNATURE DEAN/DEPT HEAD	
					X	

### 2 SELECT SHIPPING SERVICES

#### DOMESTIC MAIL SERVICES

##### USPS

- FIRST CLASS
  - PRIORITY MAIL
  - STANDARD (200 Pieces Minimum)
  - MEDIA MAIL
  - EXPRESS MAIL (USPS Label Required)
- # \_\_\_\_\_

##### USPS EXTRA SERVICES

- CERTIFIED
  - RETURN RECEIPT
  - REGISTERED
  - INSURED
- Value \$ \_\_\_\_\_

##### UPS

- GROUND
- NEXT DAY MORNING DELIVERY
- NEXT DAY SAVER, AFTERNOON DELIVERY
- SECOND DAY
- SATURDAY DELIVERY

#### INTERNATIONAL MAIL SERVICES *(Address label must include country name and phone number)*

##### USPS

- AIR MAIL
  - GLOBAL PRIORITY \*
  - M-BAG \*
  - EXPRESS MAIL (USPS Label Required)
- # \_\_\_\_\_

##### USPS EXTRA SERVICES

- REGISTERED
- RETURN RECEIPT

##### UPS

- WORLDWIDE EXPRESS (1-3 Business Days Delivery)
- WORLDWIDE SAVER (1-3 Business Days PM Delivery)
- WORLDWIDE EXPEDITED (2-5 Business Days Delivery)
- STANDARD (Canada Only- Date Defined Delivery)

\* USPS Customs Declaration Form (2976-A) Required

### 3 SPECIAL INSTRUCTIONS

#### FOR MAIL SERVICES USE ONLY *(Do not write below this line)*

RECEIVED

DATE / /	TIME	
NO. OF PIECES	WEIGHT	TOTAL