

INQUIRY NO.

# POSTAL CHARGE SLIP



547 LaGuardia Place  
Mail Code 9900 Ext. 8-1010

PLEASE COMPLETE AND ATTACH TO OUTGOING UNIVERSITY MAIL.

Requested by (name) please print			Dept.		School	
Address		Room	Mail Code		Phone	Date
Account	Fund	Organization	Program	Project	Authorized Signature	PLEASE INDICATE NUMBER OF PIECES TO BE MAILED:
<b>DOMESTIC MAIL</b>			<b>INTERNATIONAL MAIL (USPS)</b>			
<input type="checkbox"/> 1st Class	<input type="checkbox"/> 3rd Class	<input type="checkbox"/> Registered	<input type="checkbox"/> Certified	<input type="checkbox"/> Parcel Post	<input type="checkbox"/> Express Mail No.†	<input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt <input type="checkbox"/> Book Rate <input type="checkbox"/> Parcel Post <input type="checkbox"/> Insured Value \$ _____ <b>M-Bags:</b> <input type="checkbox"/> Air <input type="checkbox"/> Surface <input type="checkbox"/> Express Mail No.† _____
<input type="checkbox"/> 1st Class (4th class) <input type="checkbox"/> Registered <input type="checkbox"/> Certified <input type="checkbox"/> Parcel Post <input type="checkbox"/> Express Mail No.†			<input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt <input type="checkbox"/> Book Rate <input type="checkbox"/> Parcel Post <input type="checkbox"/> Insured Value \$ _____ <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt <input type="checkbox"/> Book Rate <input type="checkbox"/> Parcel Post <input type="checkbox"/> Insured Value \$ _____ <b>M-Bags:</b> <input type="checkbox"/> Air <input type="checkbox"/> Surface <input type="checkbox"/> Express Mail No.† _____			
<b>Bulk Mail (200 piece minimum)</b> <input type="checkbox"/> 3rd Class non-profit <input type="checkbox"/> 1st Class – Requires approval letter from the Dean of your school or V.P. of your unit.			Completed by Mail Services NUMBER OF PIECES: _____ TOTAL COST: _____			

# Sample

† Complete a separate USPS Express Mail form for each package/letter. International mail requires additional customs forms. Forms are available from Mail Services. If you require additional information please call Mail Services or visit our web site at [http://www.nyu.edu/pages/mail\\_services](http://www.nyu.edu/pages/mail_services).