MAIL SERVICES DAILY Mail Requisition

Date Department 17-Digit Account # Authorized Signature Check one box only. ☐ 1st Class ☐ Priority ☐ Express Mail ☐ Foreign ■ Media ☐ Parcel Post Check for additional services. ☐ Insured Amount: _____ ☐ Certified ☐ Return Receipt

☐ Signature Confirmation

Space below for PO use only.

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Date	Date
Department	Department
17-Digit Account #	17-Digit Account #
Authorized Signature	Authorized Signature
Check one box only.	Check one box only.
☐ 1 st Class	☐ 1 st Class
☐ Priority	☐ Priority
☐ Express Mail	☐ Express Mail
☐ Foreign	☐ Foreign
☐ Media	☐ Media
☐ Parcel Post	☐ Parcel Post
Check for additional services.	Check for additional services.
☐ Insured	☐ Insured
Amount:	Amount:
☐ Certified	☐ Certified
☐ Return Receipt	☐ Return Receipt
☐ Signature Confirmation	☐ Signature Confirmation

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