



Mail Service Requisition

For Assistance, Call 402.554.2337

Instructions:

1. Type or print all information. **This requisition can serve as the Shipping Label (See Below).**
2. A requisition will be needed for each package or mailing.
3. Check service desired and complete "fill-in" as necessary.
4. Copy will be returned to you after processing.

Cost Center/WBS:		Campus Zip:
Firm/Department Name:		
Phone#:	Contact Name:	Today's Date:

U.S. Postal Mail

- ☐ First class
- ☐ 2-Day Priority
- ☐ Delivery Confirmation
- ☐ Signature Confirmation
- ☐ PO Express Mail
- ☐ International (list contents & value)
- ☐ Certified
- ☐ Return Receipt (Electronic)
- ☐ Requestor's Email Required:

- ☐ Registered
- ☐ Insured Mail Value \$ _____

Package Services (formerly 4th class)

Insured Value \$ _____

- ☐ Retail Ground (Parcel Post)
- ☐ Library Mail
- ☐ Media Mail

Standard mail (formerly 3rd class)

- ☐ Bulk Mailing (200p minimum)
- ☐ Non-Profit Rate
- ☐ Standard Rate

of Pieces: _____

FedEx Shipments

- ☐ Received by 10:30a.m.
 - ☐ Received by 3:00p.m.
 - ☐ 2nd Day Delivery
 - ☐ Ground
 - ☐ Insured Value \$ _____
 - ☐ Delivery Saturday (Surcharge)
 - ☐ International
- (Contact with Export Control Required)**

United Parcel Service (UPS) Shipments

- ☐ Groundtrac
- ☐ Next Day Air
- ☐ 2nd Day Air
- ☐ 3 Day Select
- ☐ International
- ☐ Insured Value \$ _____

Other Service Needs:

Mail Services Use Only:	# Of Pieces:
Job #:	Total Cost \$