

USE FOR USPS DOMESTIC MAIL ONLY

DO NOT HAND WRITE ON FORM

DO NOT PHOTOCOPY

Completed by the **DEPARTMENT:**

NAME _____ PHONE _____ EMAIL _____

DATE _____ NUMBER OF PIECES _____

ONLY ONE ACCOUNT NUMBER MUST BE FILLED IN BELOW

BUILDING ABBREVIATION

DEPARTMENT

WBSE (F. format)

(17 digits, ex: F.XXXXXXXXXX.XX.XXX)

INTERNAL ORDER

(10 digits)

WBSE (C. format)

(10 digits, ex: C.XX.XXXXX)

BUSINESS PARTNER

(9 digits)

SPECIAL SERVICES:

(Choose one)

- None
- Delivery Confirmation
Provides USPS confirmation of delivery
- Signature Confirmation
Requires a signature of recipient to confirm delivery
- Certified
Affix the certified mail slip on envelope or package. Sender receives a mailing receipt, and the mail recipient must sign for the envelope or package.

(Optional)

- Return Receipt
Provides USPS confirmation of delivery and must be affixed to back of envelope
- Registered
Provides maximum security. Includes proof of mailing and the date / time of delivery or attempted delivery.
- Insurance: Amount \$ _____

Completed Internally by **M.A.I.L. Inc.:**

DATE RECEIVED

RUN NUMBER

TRACKING NUMBER