USE FOR USPS INTERNATIONAL 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.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	INTERNAL ORDER (10 digits)
WBSE (C. format) (10 digits, ex: C.XX.XXXXX)	BUSINESS PARTNER (9 digits)
SPECIAL SERVICES:	
 Customs Form (https://cns.usps.com/cfo-web/labelInformation.shtml) (required if over 1 pound or package contains anything EXCEPT documents) Registered 	Return Receipt Economy Insurance: Amount \$
Completed Internally by M.A.I.L. Inc. :	
DATE RECEIVED RUN NUMBER TRACKING NUMBER	