

MAIL SERVICE STAMP REQUEST AND DELIVERY RECEIPT

DEPARTMENT: _____

BLDG & RM #: _____

NAME: _____

TELEPHONE: _____

ACCOUNT #: _____

DATE: _____

Postage Rates

1 Ounce Letter Stamp \$ 0.55
Additional Ounce \$ 0.15
Postcard Stamp \$ 0.35
Roll of Stamps (100) \$ 55.00
Book Of Stamps (20) \$ 11.00

For Additional Rates Please Visit:

<http://postcalc.usps.com/>

Maximum size: 6 inches long by 4-1/4 inches high by .016 inch thick

Maximum size: 11-1/2 inches long by 6-1/8 inches high by 1/4 inch thick

For additional rates please call please call 593-1850 or email mailservices@ohio.edu

Item Requested	Qty	Price Each	Total Price
			\$ -
			\$ -
Total Price			\$ -

The following stamps/postcards have been delivered to the above department and will be charged to your operating account given above.

Received By: _____

Date Received: _____

Delivery Driver Initials: _____

This form is to be returned to Mail Services billing area. Do not leave form with the receiving department!

This form is to be used as the billing/invoice receipt. Department can make copy for their records.

Please email, or send requests to Mail Services:

email: mailservices@ohio.edu

Campus Mail: Logistics/Mail Service, The Ridges Bldg 8 Room 100