WSU Mailroom SHIPPING SERVICES – DOMESTIC
(Please Print Clearly – Questions? Call the Mailroom at #5055)

Date: __________________________

Sender’s Name: ___________________________ Phone # ____________

Department: _____________________________

Cost Center Number: ____________

Would you like a copy of the “Shipment Receipt” (includes tracking number and estimated cost)? ___ YES ___ NO

Preferred Carrier:  □ FedEx  □ UPS

Service Type:

- □ Next Business Day (By 8:30 a.m.)
- □ Next Business Day (By 10:30 a.m.)
- □ Next Business Day (End of Day)
- □ 2 Business Days (By 10:30 a.m.)
- □ 2 Business Days (End of Day)
- □ 3 Business Days (End of Day)
- □ Ground (1-5 Days)

Do you need insurance? ___ Yes ___ No Insured amount __________

OR

Preferred Carrier:  □ US Mail (for packages and boxes)

Service Type:

- □ First-Class Mail (no tracking)
- □ Priority Mail with Tracking (average delivery 1-3 days)
- □ Express Mail (Overnight)
- □ Certified Mail/Signature/Return Receipt (this option can ONLY be used Domestically)
- □ Registered Mail/Return Receipt (this option is used for items of high insured values; can be used for International and Domestic. NOTE – The Winona Post Office requires that Registered mail and packages be sealed with a special tape they use. Because of this, Registered mail and packages must be sent or delivered to the WSU Mailroom UNSEALED. If it is not convenient for you to do this, please call the Mailroom (#5055) to schedule a special pick up time.

Ship To:

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