

**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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\_\_\_\_\_  
\_\_\_\_\_

12.03.14