

WSU Mailroom SHIPPING SERVICES – DOMESTIC
(Please Print Clearly – Questions? Call the Mailroom at #2433)

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 (#2433) to schedule a special pick up time.

Ship To:

