

# USE FOR USPS DOMESTIC 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.XXXXXXXXXX.XX.XXX)

**INTERNAL ORDER**

(10 digits)

**WBSE (C. format)**

(10 digits, ex: C.XX.XXXXX)

**BUSINESS PARTNER**

(9 digits)

**SPECIAL SERVICES:**

**(Choose one)**

- None
- Delivery Confirmation  
*Provides USPS confirmation of delivery*
- Signature Confirmation  
*Requires a signature of recipient to confirm delivery*
- Certified  
*Affix the certified mail slip on envelope or package. Sender receives a mailing receipt, and the mail recipient must sign for the envelope or package.*

**(Optional)**

- Return Receipt  
*Provides USPS confirmation of delivery and must be affixed to back of envelope*
- Registered  
*Provides maximum security. Includes proof of mailing and the date / time of delivery or attempted delivery.*
- Insurance: Amount \$ \_\_\_\_\_

Completed Internally by **M.A.I.L. Inc.:**

DATE RECEIVED

RUN NUMBER

TRACKING NUMBER