

USE FOR USPS INTERNATIONAL 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:

- | | |
|---|---|
| <input type="checkbox"/> Customs Form (https://cns.usps.com/cfo-web/labelInformation.shtml)
(required if over 1 pound or package contains anything EXCEPT documents) | <input type="checkbox"/> Return Receipt |
| <input type="checkbox"/> Registered | <input type="checkbox"/> Economy |
| | <input type="checkbox"/> Insurance: Amount \$ _____ |

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

DATE RECEIVED

RUN NUMBER

TRACKING NUMBER