



Oregon State University

Shipping and Mailing Services

USPS ORDER FORM

Place Barcode Sticker Here or Insert Index

IMPORTANT - MAIL WILL NOT BE PROCESSED WITHOUT THIS INFORMATION

Name _____ Date _____ Phone _____

U.S. Mail

- 1st Class Mail
- Priority Mail
- Package Services

Contents: _____
REQUIRED

- Ground
- Media
- Library

U.S. Mail - Special Services

- Certified with return receipt
- Certified only
- Tracking Confirmation (Packages only)
email _____

Insurance: YES NO Declared Value: _____

International Mail

- Air Mail (letters & packages)
- Global Priority (3-5 days)
- Global Express (1-5 days)

Document type: _____
REQUIRED

Package Contents: _____
REQUIRED

Value: _____
REQUIRED

Sample: Research Commercial

Gift: Yes No

International Mail - Special Services

- Registered Only (Value \$ _____)
- Registered with return receipt (Value \$ _____)

Insurance: YES NO Declared Value: _____
REQUIRED