Mailing Services	Interdepartmental Invoice				
INVOICE NUMBER		60 UCB, 3300 Walnut, Boulder CO. 80309-0060 Phone (303) 492-6242 Fax (303) 492-6037			
Department*		Speedtype*	Date/Time		
Contact person*		Сатр	ous Box* Phone Numb	er*	
Comments and Special Instruction	ns				
Select all Services that Apply					
Meterline phone 2	2-2445 Approx	Quantity	Total \$		
USPS Domestic Services	1st Class	Priority	Media Ma	ail	
	Parcel post	Library Mail	☐ Same Da	y Postmark Required	
USPS Special Services	Certified	Registered	Express Insure	ed: \$ Value	
F	Restricted Delivery	Return Receipt	Delivery confirmation (f	or Parcel and Priority Mail)	
USPS INTERNATIONAL	Air letter 🔲 I	xpress	Express Flat Rate Envelope	Priority Mail Package	
Priority Mai	l Flat Rate Envelope	Priority Flat Rate Box	M-Bag Surface	M-Bag -Air	
Foreign packages over 1lb: Must List Contents Declared value \$					
Package Shipments					
Shipping Information Address: attach list if more than 1					
Commercial					
Residential					
Phone # Required for Foreign	shipments	Insurance for Shipping \$			
Bill to: UPS or Fed Ex acct#					
e-mail address		E-mail with Tracking #			
UPS					
Ground	Next Day Air	y Air			
International	Delivery Confirmation	C.O.D.	Return Service	(Call Tag)	
Federal Express					
Ground	☐ Next Day A	M. (Priority)	kt Day P.M. (Standard)	2nd Day Air	
Saturday Delivery	Saver (3 Day)	International Prior	ity 🔲 International Ed	conomy (4-5 day)	
Campus Mail phone	2-2444 All mailings ov requires an inv	er 50 pieces oice with the mailing.	Quantity	Sealing Required	
Description of Mailing					
Invoice totals Pieces	\$ Billed		Invoice C	opy Request	
Tracking Numbers					
Tracking #'s					