



UCSD Mail Services

Customer Supplies

Complete form and click Submit Order by E-mail button at bottom of page.
 If unable to e-mail, then print and fax to (858) 534-6774 or send to Mail Services at mail code 0047.

Name: _____

Current Date: _____

Email: _____

Department: _____

Phone Number: _____

Mail Code: _____

Pick-up (mail)

Number of trays: _____

Number of tubs/boxes: _____

Delivery (empty)

Number of trays: _____

Number of tubs/boxes: _____

Item Description	Quantity	Item Description	Quantity
Recycled Intra-campus envelopes (baed on availability)			
Small (50 max.):	_____	Large (50 max.):	_____
OUTGOING MAIL			
Clear Shipping Documents Pouch:	_____	USPS Custom Form 2976-A: (Items over 4 lbs.)	_____
DHL Letter Envelopes:	_____	USPS Delivery Confirmation Receipt:	_____
FDHL LetterPak:	_____	USPS Domestic Return Receipt::	_____
DHL Boxes:	_____	USPS Express Mail Labels:	_____
DHL Boxes:	_____	USPS Express Mail 9 1/2" x 12" Envelopes:	_____
DHL Boxes:	_____	USPS Express Mail 2 lb. Envelopes:	_____
FedEx Envelopes (letter/pak):	_____	USPS Gray bags - International M-Bag / M-Bag Label:	_____
FedEx Boxes (Small):	_____	USPS Insured Mail Receipt (\$200 or less):	_____
FedEx Boxes (Medium):	_____	USPS Insured Mail Receipt (\$200 or more):	_____
FedEx Boxes (Large):	_____	USPS International Priority Envelopes (Small):	_____
UPS Boxes (Small):	_____	USPS International Priority Box (Large):	_____
UPS Boxes (Medium):	_____	USPS Priority Mail Labels:	_____
UPS Boxes (Large):	_____	USPS Priority Mail 9 1/2" x 12" Envelopes:	_____
UPS Envelopes (Express):	_____	USPS Priority Mail 2 lb. Envelopes:	_____
UPS Envelopes (2nd Day):	_____	USPS Return Receipt for International Mail:	_____
USPS Certified Mail Receipt:	_____	USPS Signature Confirmation Receipt:	_____
USPS Custom Form 2976: (Items under 4 lbs.)	_____		

