

Mail Center Work Order

All U.S and International Mail Must be Accompanied by This Form

Job # _____



Dept. _____ Fund & Org. # _____

Authorized By _____ Fax # _____ Date _____

Quantity

Description

Charge Per Piece

Sub-Total

U.S. Mail **International**

(To be filled in by Mailing Agent)

Quantity	Description	Charge Per Piece	Sub-Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Charge _____

Date Completed _____

Completed By _____

White Copy — Department

Yellow and Pink Copies — Attach to your U.S. or International Mail

PLEASE PRESS FIRMLY TO READ CLEARLY ON ALL 3 COPIES