

Express Mail Service Order

Originator Information

Today's Date:

Department and Budget Number:

Your Name:

Phone ext.:

Destination Information

To:

(Individual's name)

Phone #:

Company's Name:

Street:

City:

State or Country:

Zip:

Delivery Need Level

Next working day by 10:30 a.m.

Next working day by 5:00 p.m.

2nd working day

Saturday Delivery (\$16.00 additional fee)

Reproduce