



OHIO
UNIVERSITY

MAIL SERVICE STAMP REQUEST AND DELIVERY RECEIPT

DEPARTMENT: _____

BLDG & RM #: _____

NAME: _____

TELEPHONE #: _____

UNIVERSITY ACCOUNT NUMBER: _____

DATE OF REQUEST: _____

Postage Rates:

1 Ounce Letter Stamp	\$0.63
Additional Ounce	\$0.24
Postcard Stamp	\$0.48
Roll of Stamps (100)	\$63.00
Book of Stamps (20)	\$12.60

**Postal rates are subject to change & based on USPS rate standards*

For Additional Rates Please Visit:

<http://postcalc.usps.com/>

Postcard Max. Size: 6 inches long, 4-1/4 inches high, by .016 inch thick
Letter Max. Size: 11 1/2 inches long, 6-1/8 inches high, by 1/4 inch thick

For additional rates please call 740-593-1850 or e-mail mailservices@ohio.edu

Item Requested:	Quantity:	Price Per Item:	Total Price:
Total:			

Please e-mail/send request to Mail Services:

E-mail: mailservices@ohio.edu

Campus Mail Address: Building 37, Athens, OH 45701

FOR MAIL SERVICES INTERNAL USE ONLY:

The following stamps/postcards have been delivered to the above department and will be charged to the operating account provided above.

Customer Name Receiving Items: _____

Date Received: _____

Delivery Driver Initials: _____

Form serves as a billing/invoice receipt and should be returned to Mail Services for billing verification. Departments may make copies for their records.