



**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	\$0.66
Additional Ounce	\$0.24
Postcard Stamp	\$0.51
Roll of Stamps (100)	\$66.00
Book of Stamps (20)	\$13.20

*\*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](mailto:mailservices@ohio.edu)**

Item Requested:	Quantity:	Price Per Item:	Total Price:
<b>Total:</b>			

Please e-mail/send request to Mail Services:

E-mail: [mailservices@ohio.edu](mailto: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.*