MAIL SERVICE STAMP REQUEST AND DELIVERY RECEIPT

DEPARTMENT: ___________________  BLDG & RM #: _______

NAME: _______________  TELEPHONE: ___________________

ACCOUNT #: ___________________  DATE: ___________

For Additional Rates Please Visit:
http://postcalc.usps.com/

Postage Rates
1 Ounce Letter Stamp $ 0.55
Additional Ounce $ 0.15
Postcard Stamp $ 0.35
Roll of Stamps (100) $ 55.00
Book of Stamps (20) $ 11.00

Maximum size: 6 inches long by 4-1/4 inches high by .016 inch thick
Maximum size: 11-1/2 inches long by 6-1/8 inches high by 1/4 inch thick

For additional rates please call please call 593-1850 or email mailservices@ohio.edu

<table>
<thead>
<tr>
<th>Item Requested</th>
<th>Qty</th>
<th>Price Each</th>
<th>Total Price</th>
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<tr>
<td>Total Price</td>
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The following stamps/postcards have been delivered to the above department and will be charged to your operating account given above.

Received By: ______________________________________

Date Received: ____________________________________

Delivery Driver Initials: _________________________

This form is to be returned to Mail Services billing area. Do not leave form with the receiving department!
This form is to be used as the billing/invoice receipt. Department can make copy for their records.

Please email, or send requests to Mail Services:
email: mailservices@ohio.edu
Campus Mail: Logistics/Mail Service, The Ridges Bldg 8 Room 100