



Mailing Statement

- 1) Please Complete All Unshaded Sections (if applicable).
- 2) Please Separate Into Bundles All Mailings By Classification (Letter, Flats, Parcels, International).
- 3) Please Include a Mailing Statement With Each Bundle.

DEPARTMENT/PROJECT SPEEDTYPE:

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DEPARTMENT/PROJECT NAME:	Project Expiration Date:
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PREPARER'S NAME:	Telephone Extension:
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Mail Classification

<p>Letters (i.e. #10 envelopes)</p> <p><input type="checkbox"/> First Class (All pieces over 13 oz. go Priority Mail)</p> <p><input type="checkbox"/> Priority Mail</p> <p><input type="checkbox"/> Presorted Standard Mail (Formerly Bulk Rate - Min. 200 pieces)</p>	<p>Flats (i.e. 9 x 12 envelopes)</p> <p><input type="checkbox"/> First Class or *Equivalent Speed Service (All pieces over 13 oz. go Priority Mail)</p> <p><input type="checkbox"/> Priority Mail</p> <p><input type="checkbox"/> Media Mail or *Equivalent Speed Service (Formerly Book Rate)</p> <p><input type="checkbox"/> Library Mail or *Equivalent Speed Service</p>
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<p><input type="checkbox"/> First Class or *Equivalent Speed Service (All pieces over 13 oz. go Priority Mail)</p> <p><input type="checkbox"/> Priority Mail (Minimum \$4.45 each)</p>	<p>Parcels</p> <p><input type="checkbox"/> Parcel Post or *Equivalent Speed Service (Formerly Third Class)</p> <p><input type="checkbox"/> Media Mail or *Equivalent Speed Service (Formerly Book Rate)</p> <p><input type="checkbox"/> Library Mail or *Equivalent Speed Service</p>
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International Mail

<p><input type="checkbox"/> U.S. Postal Service Air Mail (Customs form required)</p>	<p>(Required for Parcels)</p> <p>Value \$ _____</p> <p>Contents _____</p>
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Special Services

<p><input type="checkbox"/> USPS Tracking</p> <p><input type="checkbox"/> Express Mail</p> <p><input type="checkbox"/> Signature Confirmation</p>	<p><input type="checkbox"/> Certified Mail</p> <p><input type="checkbox"/> Insured Mail (Insurance form required)</p> <p>Value \$ _____</p>
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Contents (Check One): Contract Invoice/Statement Check

Other/Description:

<p>Name of Mailing: _____</p> <p>Date Sent to Georgia State Mail Services: _____</p> <p>Number of Pieces: _____</p>	<p>Mail Services Use Only</p> <p>Date Mailed: _____</p> <p>Mail Clerk's Initials: _____</p> <p>Total Charges: _____</p>
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* If the mail piece(s) qualify, equivalent speed service will be used which provides the department with free address correction, tracking, and presorting.

Questions? Please Contact Mail Services:

Phone: (404)413-9653 • e-mail: mailservices@gsu.edu • www.gsu.edu/mailservices

Check box if you need a confirmation copy of your mailing statement sent back to you.