

MAIL SERVICES
SOUTHWESTERN

Postage Ticket

Dept. Req. No.: _____

Date: _____

Dept: _____

Prepared By: _____

Div: _____

Extension: _____

Acct. No.: _____

Number of Pieces: _____

Type of Mailing

SPECIAL INSTRUCTIONS:

First Class

Printed Matter

Express Mail

International / fastest way

International / cheapest way

NOTE: Personal mail will not be accepted

Distribution:

White original - Mail Services

Pink copy - Returned with charges, if requested

Form 3066 (Rev. 7/93)