

DEPARTMENT NAME	ACCOUNT NUMBER	CLASS CODE

Date \_\_\_\_\_

**MICHIGAN STATE UNIVERSITY  
MAIL SERVICE REQUEST**

Name \_\_\_\_\_

Phone \_\_\_\_\_

**INTERNATIONAL MAIL**

Mailpieces 16 oz or more require customs forms  
ALL Small Packets require customs forms

Airmail/Par Avion

Surface

- |   |   |
|---|---|
| <input type="checkbox"/> Letter/Package/Cards       | <input type="checkbox"/> Printed Matter/Books       |
| <input type="checkbox"/> Printed Matter/Books       | <input type="checkbox"/> Small Packet (merchandise) |
| <input type="checkbox"/> Small Packet (merchandise) | <input type="checkbox"/> Parcel Post                |
| <input type="checkbox"/> Parcel Post                | <input type="checkbox"/> M-Bag                      |
| <input type="checkbox"/> M-Bag                      |   |

**POSTAGE CHARGES—Office Use Only**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL

Expedited Services

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Express Mail | <input type="checkbox"/> Global Priority |
|---------------------------------------|--|

Other: \_\_\_\_\_

Card must be completed and attached to all mail for processing.  
Indicate on all packages and flats, Class choice and Airmail or Par Avion, if desired.  
Call Mail Processing, 5-1700 ext 216 for additional information or postal supplies.

O-21761  
Stock No. 140-2559