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Mail Service Center Facing Slip
Courier

EXAMPLE DO NOT USE

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Piece of Mail _____

Agency: _____

Date: _____

County: _____

City: _____

Person Sending: _____

Telephone #: _____

Date to Be Mailed: _____

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MAILING PROCEDURES

All Courier mail is processed at the published USPS First Class rates.

There will be an additional \$12.00 handling fee for time critical/biohazard materials as well as an additional \$18.00 for any package weighing over 50 lbs.

1. When sending mail through the Mail Service Center, please wrap the facing slip around all mail pieces and rubber band together.
2. **All mail must include this barcoded facing slip or the mail will be returned.**
3. Do not staple or tape the facing slip to your bundle of mail - rubber band only.
4. Place outgoing mail in the courier box or your drop location for pickup.

Parcels and boxes cannot be larger than 2 feet X 2 feet or weigh over 70 lbs. If larger than 2 feet X 2 feet, the courier is not required to pick up the parcel. If you are sending parcels, each parcel must have a barcode facing slip attached securely.