

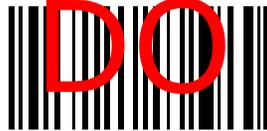
*** MSC ***

*** MSC ***

*** MSC ***



Mail Service Center Facing Slip
MSC



EXAMPLE DO NOT USE

EXAMPLE DO NOT USE

EXAMPLE DO NOT USE

Piece of Mail: _____ Date: _____

Agency: _____ Department: _____

Person Sending: _____ MSC #: _____

Email: _____

Type of Mail: AM Courier USPS United Parcel Service (UPS) Insured UPS Tracking
 (UPS Tracking: Please fill out all of your contact information to receive tracking #)

Telephone #: _____ Extension: _____

Tracking: To receive a tracking # for certified mail, check here and ensure email address is included above.

*** MSC ***

*** MSC ***

*** MSC ***

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 select the type of mailing you are sending and 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.