

Central Oregon Community College – CHARGED or Special Handling MAIL

Date: _____ Department: _____ Banner Index: _____

Contact Person: _____ Ext# _____

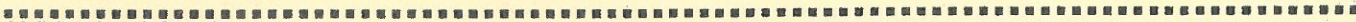
_____ Post Office Mail Specify Special Services (Insurance, Certified, Bulk Mailing, etc.) Call for information – 7706 or 7579

_____ UPS (Insure for \$ _____ Ground _____ Next Day _____ 2nd Day _____)

_____ Fed X (Overnight _____ 2nd Day _____)

_____ International Mail **Other Instructions:** _____

_____ Other _____



Mail Services Info Only

# of pieces @	= total	# of pieces @	= total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____