

# Shipping & Mail Order Form

Southern Utah University  
Postal Operations & Receiving  
Questions?  
Call: (435) 865- 8232

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

Index
-------

## USPS Mail

### Package

- Ground Advantage (2-5 Day delivery)  
**(Cheapest)**
- Priority (2-3 day Delivery)
- Media Mail/Library (2-8 Day Delivery)  
(Must only contain; Books, Periodicals,  
CDs, DVDs, Printed music)

Contents of Package \_\_\_\_\_

### Letters

- First Class Letter
- First Class Flat (Large Envelope)

## FedEx Mail

### Package

- Standard Overnight (Next day Delivery by 8PM)
- Priority Overnight (Next Day Delivery by 12 PM)
- International (1-5 Day Delivery)

## UPS Mail

- UPS Ground (1-5 Day Delivery)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internal Only

Tracking #: \_\_\_\_\_

Processed By: \_\_\_\_\_