# USPS EXPRESS FLAT RATE ENVELOPE
## Chargeback Form

**Service Requested:** Next Day (Express) _________

**Check One:**  
Commercial □  Residential □

Complete all information in the boxed area

<table>
<thead>
<tr>
<th>Sender: ___________________________</th>
<th>Date: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg./Room: _______________________</td>
<td>Phone: __________________</td>
</tr>
<tr>
<td>Department: _______________________</td>
<td>Acct No. ________________</td>
</tr>
<tr>
<td>Insure For: $_____________</td>
<td></td>
</tr>
</tbody>
</table>

**Specific description of package contents (for international packages only):** ____________  
________________________________________________________________________________
________________________________________________________________________________

☐ Please e-mail sender tracking Number  
**E-mail address:** ______________

**Ship to Address:**  
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**Ship to Phone No. ______________  E-Mail __________________**

**Signature: __________________**

1. Each package should be ready for shipping and clearly addressed, including the zip code. Labels should be securely attached to the package.
2. Please deliver package(s) to Mail Services or have ready for pick up with your outgoing mail.