Chargeback Form (USPS Only)

Account #: ____________________________________________ Date: ___________________________

Department: ____________________________________________ Phone #: ________________________

Pieces

_____ First Class

_____ Media Mail *(Books, CD’s, Bound Publications)*

_____ Library Mail (Library to Library Material)

_____ Non-Profit—permit (200 pieces or more per mailing)

_____ First Class Permit Imprint (200 pieces of more per mailing)

_____ Stamps—books (per department request)

______ International Mail (non-trackable, if you want to track your item use *Package Tracking Form*)

_________________________________________________

Staff/Faculty Signature

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Staff/Faculty Signature