Chargeback Form (USPS Only)

Account #: ________________________________ Date: __________________________

Department: ________________________________ Phone #: ______________________

Pieces/Amount

_____________ 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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