

Tulane

Mail Transmittal Form

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Date

Cost Center:

INDICATE BELOW THE NUMBER OF PIECES FOR EACH APPLICABLE SERVICE

NOTE: Service times vary by location

Any item over 13 oz is automatically classified as a package

Mail and Flats

	Domestic Mail		International Mail
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Packages

USPS		FedEx	
	Ground - Advantage		Ground
	Priority - Package		Express - 2 Day
	Express - Package		Express - Noon
	Other - _____		Express - 4:00:00 PM
	International - Package		Express - International

Special Handling

	Certified		Return Receipt		Insured
	Dry Ice Kgs		Freight		Other

GL and Project Account Information

Proj/ Acct #	Cost Center	Nat Acct	Classifi- cation	Fund	CC Program	Task	Award
		88111					

Contact Information

Name	Phone Number	E-mail
Request Tracking number via email (packages only)		

Authorization

Printed Name	Signature	Date

-One project/ account number per transmittal
 -Keep a copy for your records
 -Requests on previous versions of this form, with incomplete, incorrect, or illegible documentation are subject to additional fees or rejection
 -For additional information: email mailbox@tulane.edu or visit <https://mailservices.tulane.edu>

Mail Services Personnel Only

		Pieces		Initials	
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