

**SUPPLY LIST ORDER FORM**

DATE (MM/DD/YEAR) \_\_\_\_\_

ALL Paper Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: Room \_\_\_\_\_ Building \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

**ENVELOPES**

Express Mail Envelopes		
Selection	Quantity	Item
		Cardboard
		Paper

**LABELS**

Selection	Quantity	Item
		Certified
		Registered
		Insured
		Express

Priority Mail Envelopes <small>(All envelopes may be used for Domestic or International mail.)</small>		
Selection	Quantity	Item
		Domestic
		International <small>(Global Priority Requires a Declaration Form)</small>
		Flat Rate Boxes

**OTHER**

Return Receipt		
Selection	Quantity	Item
		Domestic <i>(Green)</i>
		International <i>(Pink)</i>

Declaration Form		
Selection	Quantity	Item
		Small
		Large <i>(For boxes &amp; large packages)</i>

Interoffice Envelopes		
Selection	Quantity	Item
		<i>(Available only when Mail Services has a supply in the Office)</i>

**\*NOTE:** Address on the Declaration form must be the same as the address on the mailing.