

FAU MAIL TRANSFER VOUCHER			
Banner Index #		Domestic Mail	
Department Name			
Mail Code	Phone # 7-	Date	
Authorized Departmental Signature		Printed Name	
	Quantity		
DOMESTIC MAIL CLASSES ↓			
First Class			Office use only:
Priority		* We provide Priority envelopes, boxes & stickers.	
Parcel Post		for assistance call: FAU MAIL CENTER 297-6172	Meter \$
Book Rate			
Library Mail			
SPECIAL SERVICES			No. of Pieces
UPS		* ENTER INSURED VALUE (UPS Only) \$	
Certified		! Requires special label	
Express		* We provide Express envelopes & address labels.	
! Return receipts are available for the above services. Please attach the retrun receipts to the mail piece.			
Indicate your special instructions here.			

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