

University Mail Services

Order Form for Account Sheets

So that we may furnish all departments with their correct barcodes for the chargeback of their metered mail, please complete and return this form to:

University Mail Services
PO Box 270001

Or you can fax your request to 473-6463.

Department Name _____

Address _____

Contact Person _____

Telephone # _____

Date _____

Account Number

1 _____

2 _____

3 _____

4 _____

5 _____

Delete

1 _____

2 _____

3 _____

If you have any questions, please feel free to call Mail Services at extension 3-5149.