



CENTRAL WASHINGTON UNIVERSITY

MAIL SERVICES SUPPLIES REQUEST

Date Department Mail Stop Phone #

Name E-Mail

Federal Express Supplies



Boxes, Tubes, Envelopes Quantity

Pre-Printed Air Bills Quantity

U.S. Postal Service Supplies



Flat Rate Boxes, Envelope Quantity

Certified Forms

Return Receipt Forms

Insurance Form >\$200

Insurance Form <\$200

Customs Form 2976

Customs Form 2976A

General Mail Supplies

Interdepartment Envelopes

2 Foot Letter Trays

1 Foot Letter Trays

Mailing Tubs

Rubber Bands

For custom packaging supplies, over-size boxes, packing material and freight needs call Mail Services at 1807.