

# DOMESTIC MAIL SLIP (Blue Slip)

Department

Organization Code

Index/Fund Barcode

- 928040

Click inside barcode box  
Enter 6-digit index/fund number  
New barcode will generate automatically.

- 1st Class Mail . . . . . Letters, postcards, or any matter containing writing or typewriting and mail sealed against inspection. Mail over 11 ounces must be marked "Priority Mail."
- Express Mail . . . . . Express Mail is fastest service for time-sensitive letter, documents or merchandise. Guaranteed next-day and second-day delivery nationwide or money back. Express Mail label must be filled out by sender.
- Delivery Confirmation . . . . . This service provides the date and time of delivery or attempted delivery and must be purchased at the time of mailing. Delivery Confirmation is available for Priority Mail, First-Class Mail parcels, Package Services parcels and Standard Mail pieces subject to the residual shape surcharge. Delivery Confirmation label must be filled out by sender.
- Parcel Post . . . . . Packages not sent via priority mail must go Parcel Post. Parcel Post postage is less expensive the heavier the package weighs.
- Media Mail . . . . . Media Mail is bound and printed matter, including books and magazines.
- Bulk Mail . . . . . Bulk Mail is sent at the Standard rate, the most inexpensive rate. It must consist of at least 200 pieces, with identical content and materials. Please contact Mail Services prior to sending out mail intended as Bulk.

Number of pieces

Phone

Date (mm/dd/yy)  /  /

Name

Signature \_\_\_\_\_

**Sign Here**

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