

Mail Services



Outgoing Mail Request Form

Date:	
Name:	
Department:	
Mail Stop Number or Mail Stop Location:	
Recipient name/address:	
Class of Mail Requested: (Certified, Registered, Express, etc.)	
Additional Comments:	

For Mail Services use;

Tracking Information: _____

Attach \$0 meter strip here

**Please print and attach form to your mail piece. Contact mailservices@ucdavis.edu for more info.