



Lake Washington School District #414

# Postal Services Request for Shipping & Postage



Today's Date \_\_\_\_\_ Name \_\_\_\_\_

Location # \_\_\_\_\_ or Billing Code \_\_\_\_\_

### SHIPPING PACKAGE SECTION

Choose shipping preference for packages only:

USPS       UPS       EITHER

\_\_ Ground      \_\_ Next day Air      \_\_ 2nd Day Air

Package Contents \_\_\_\_\_

Package Value \$ \_\_\_\_\_

Recipient's email address \_\_\_\_\_

Recipient's phone number \_\_\_\_\_

### POSTAGE RECEIPT SECTION

NUMBER of pieces \_\_\_\_\_

Only regular #10 size envelopes may be unsealed. Please separate sealed and unsealed envelopes, be sure all flaps are down, not overlapping.

### FOR OFFICAL USE ONLY

Total charges \_\_\_\_\_ Date sent \_\_\_\_\_

Mail—Support Service Center—425 936.1134