



### Instructions:

- Complete form
- Save and email the form to [osums@osu.edu](mailto:osums@osu.edu)
- Or print and fax the form to 614-247-6058
- For any supply not listed, please contact us for availability

## MAIL SERVICES

### EXPRESS SHIPPING SUPPLIES FORM

614-292-2694

### 1 ENTER YOUR INFORMATION

OSU Department / Organization

Rm # & Building

Contact Name

Street Address

Phone

E-mail

City, State, Zip Code

### 2 CHOOSE YOUR SUPPLIES

 <p><b>Address Pouch</b> 6.5"x10" Set of 50</p> <p>Quantity: <input type="text"/></p>	 <p><b>Express Box - Large</b> 18"x13"x 3" Box of 20</p> <p>Quantity: <input type="text"/></p>	 <p><b>Express Box - Medium</b> 15"x13"x 3" Box of 20</p> <p>Quantity: <input type="text"/></p>	
 <p><b>Express Box - Small</b> 13"x11"x 2" Box of 20</p> <p>Quantity: <input type="text"/></p>	 <p><b>Express Envelope (Window)</b> 12.5"x 9.5" Pack of 25</p> <p>Quantity: <input type="text"/></p>	 <p><b>Laboratory Pak</b> 12.5"x 9.5" Pack of 50</p> <p>Quantity: <input type="text"/></p>	
 <p><b>Legal Express Envelope (Window)</b> 14.75" x 11" Pack of 25</p> <p>Quantity: <input type="text"/></p>	 <p><b>Express Pad Pak</b> 14.75" x 11" Each</p> <p>Quantity: <input type="text"/></p>	 <p><b>Express Pak</b> 16" x 12.75" Pack of 50</p> <p>Quantity: <input type="text"/></p>	 <p><b>ExpressTube</b> 38"x 6"x 6" Each</p> <p>Quantity: <input type="text"/></p>

We ship via UPS

