

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
**REQUEST FOR OVERNIGHT MAIL DELIVERY SERVICE**

DATE

NUMBER TO BE CHARGED  
(3-DIGIT#)

PACKAGE CONTENTS

OUTGOING ADDRESSEE

INDIVIDUAL REQUESTING OVER-NIGHT SERVICE  
(PLEASE PRINT)

DEPARTMENT

EXT

CHECK HERE FOR SATURDAY DELIVERY

USPS

UPS

FEDEX

TRACKING NUMBER: \_\_\_\_\_

**TO ASSURE NEXT DAY DELIVERY, PACKAGE MUST BE RECEIVED BY MAIL SERVICES NO LATER THAN 2:00 P.M.**

Please fill out form and send (2) copies to Mail Services along with your package; retain a separate copy for your office, if you wish.

Mail Services will enter the tracking number of the carrier used on the form and return it to the originating office.

Cost will be charged to your departmental postage budget.

CSUSB 45 (6/04)