## **Central Mailing – Delivery Confirmation**

From		Department	
Bld	Room # C	Other Address	
Deliver T	Го	Department	
Bld	Room # O	ther Address	
QtyCampus Envelopes BoxesOther, describe			
			COURIER USE ONLY
Date	Time	Tracking #	
		Printed Name	

## **INSTRUCTIONS:**

- 1. Fill out form electronically by clicking each highlighted area and enter information in appropriately
- 2. Print completed form by clicking the "**Print Form**" button
- 3. Attach form to item or give it to courier upon pickup