

## USPS OUTGOING MAIL CARD

(POSTAGE REQUEST)

### Postage Information:

Work breakdown structure (WBS): \_\_\_\_\_

### Sender Information:

First and Last Name: \_\_\_\_\_

Phone #: ( ) - \_\_\_\_\_

Dept/Bldg Code: \_\_\_\_\_

### Shipping Details:

Date: \_\_\_\_\_ # Pieces: \_\_\_\_\_

**Mail will not be sent out if this card is not legible or completely filled**

For Company Use Only

Form 021003 Rev. 6/23

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