Instructions

Completed by the Postal Service™ Employee:

1. **Customer Information:** Enter customer name (if applicable), address, suite number, city, state, and ZIP + 4 where pickup is requested. If the ZIP + 4 is not known, enter the ZIP Code™.

2. **Product Information:** Enter the quantity of each product to be picked up, and enter the estimated weight in pounds for all products.

3. **Payment Method:** Indicate the method of payment for pickup service. Be sure to include the account number where applicable.

Completed by the Customer:

4. **Affix Stamps or Meter Strip Here:** If applicable.

5. Customer Signature.

Completed by the Postal Service Employee:

6. This space is for the signature of the Postal Service employee who picks up the mailpiece(s).

7. The Postal Service employee enters the date, time, and place of the pickup.

*Note to the Postal Service Employee:* Provide the customer with part 2 (the “Customer” copy) and return part 1 (the “Finance” copy) to the office for processing.