



Pickup Service Statement

Express Mail, Global Express Guaranteed, Priority Mail, or Standard Post

1. Customer Information

Customer Name _____

Company Name _____

Address 1 _____

Address 2 _____

City _____

State _____

ZIP+4® _____

3. Payment Method

- Check made payable to "Postmaster" Merchandise Return Label
- Express Mail Corporate Account No. or Federal Agency No.: _____ Postage Due Account
- Stamps or Metered Postage (*Affix at right*)

5. Customer Signature _____

2. Product Information

	<i>Quantity</i>
Express Mail® _____	_____
Global Express Guaranteed® _____	_____
Priority Mail® _____	_____
Standard Post™ _____ <i>(Domestic or International)</i>	_____
Estimated total weight of all packages _____ <i>(In pounds)</i>	_____

4. Affix Stamps or Meter Strip Here (*If applicable*)

6. USPS® Signature _____

7. Date & Time of Pickup _____

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.