UNITED STATES POSTAL SERVICE®

CPU Write-In Stamp Order Form
All fields are **REQURIED** to process your order promptly.

CPU ACH

Finance No.:		**Site ID:**		**SFS Customer ID:**			
CPU Name:				**CPU Contact Person:**			
CPU Address:							
City:		**State:**		**ZIP + 4 Code**		**Fax:**	
Telephone Number:		**Email:**					

If requesting Priority Mail Express® Service, select payment method below. Exact cost is determined at time of shipment.

☐ **For Priority Mail Express:** Charge cost to my ACH account (A separate charge will be made for this option.)

☐ Express Mail Corporate Account (EMCA#) _____

Indicate Type of Card to Be Billed: ☐ Discover ☐ VISA ☐ MasterCard ☐ American Express ☐ Diners Club

Card #: _____ Exp. Date: _____

Signature **(REQUIRED):** _____

ACH orders may be emailed to *cpu.orders@usps.gov* (send as attachment).

You may fax your ACH debit order to:

Order Entry Stamp Fulfillment Services

Fax Number: 816-545-1425

☐ Check here for **Priority Mail Express** delivery, selecting payment method at the left. **The Priority Mail Express option does not guarantee your order will be shipped the same day it is received.**

For inquiries, contact Customer Service at 800-782-6724 Monday–Friday between 8:00 AM and 4:30 PM EST or by email: *cpu.infor@usps.gov.* Orders will be delivered via Priority Mail® with Signature Confirmation™ service.

If your selection is not available, please indicate if you want us to send you a Forever® booklet(s) of stamps as a substitute.

Description and value of stamp	Identify the format of the stamps you are ordering: Pane, coil, booklet and number of stamps available in the format requested.	If requested format is not available, send substitute	Price	Item #	Quantity	Total
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				
		☐ Yes ☐ No				

To place your order with a check or money order, mail this form with your payment to:
Order Entry Stamp Fulfillment Services
8300 NE Underground Drive, Pillar 210
Kansas City, MO 64144-0001

Grand Total
Or subtotal if Express Mail option requested

- **Stamps may be pre-ordered no sooner than 10 days prior to issue date.**
- **Each pre-order must be submitted on a separate CPU Write-In Stamp Order Form so that your order is not delayed.**
- **If an item is not in stock, this may delay your order. For large volume orders, please determine availability by contacting Customer Service at 800-782-6724 prior to placing your order.**
- **The maximum coil size that may be ordered are coils of 100. Coils that are in a 3,000 per coil or 10,000 per coil format are not available for purchase using PS Form 5555-ACH.**

Customer ID will be provided on invoice from first stamp order. Indicate in box if this is your first order and ID is not available.

Privacy Notice: Your information will be used to respond to your request. Collection is authorized by 39 USC 401, 403, & 404. Providing this information is voluntary, but if not provided, we may not process your request. We do not disclose your information, except in the following limited circumstances: to a congressional office at your request; to financial entities regarding credit card and payment issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities to fulfill the service. For more on USPS privacy policies, see our privacy link on *www.usps.com.*