



# Pickup Service Statement

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

## 1. Customer Information

Customer Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP+4® \_\_\_\_\_

## 2. Product Information

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

## 3. Payment Method

- |  |  |
|--|--|
| <input type="checkbox"/> Check made payable to "Postmaster"                | <input type="checkbox"/> Merchandise Return Label                          |
| <input type="checkbox"/> USPS Corporate Account No. or Federal Agency No.: | <input type="checkbox"/> Postage Due Account                               |
| _____  | <input type="checkbox"/> Stamps or Metered Postage <i>(Affix at right)</i> |

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

5. Customer Signature	6. USPS® Signature	7. Date & Time of Pickup

## Instructions

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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.