UNITED STATES POSTAL SERVICE®

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

CPU Credit Card

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

This payment method is ONLY available for pre-authorized business partners.

Check type of credit card:

☐ Discover ☐ VISA ☐ Master Card ☐ American Express

Credit Card #: _____ Exp. Date:_____

Signature **(REQUIRED):** _____

Name on Credit Card **(please print):** _____

Billing address: Complete this section if the billing address for the credit card is different than the **CPU Address** provided above. Incomplete/incorrect information may delay your order.

Address: _____

City/State/ZIP Code: _____

☐ YES! Please ship my order Priority Mail Express® using the credit card number above.

You may fax your order to:
Order Entry Stamp Fulfillment Services
Fax Number: 1-816-545-1425

Priority Mail Express Option

If you want Priority Mail Express delivery service, select Payment method at the left. **The Priority Mail Express option does not guarantee your order will be shipped the same day it is received.**

☐ Credit Card (This cost will be a separate charge to the card provided.)

☐ Priority Mail Express Corporate Account:

EMCA Acct #: _____
Exact cost is determined at time of shipment.

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 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				
Restricted version/2015			**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 this form.

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.*