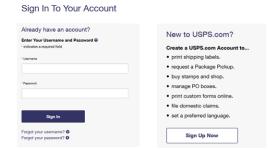


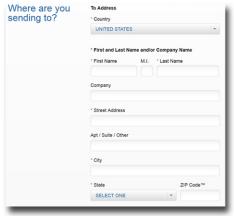
**3** Sign into your already existing account, or sign up for one

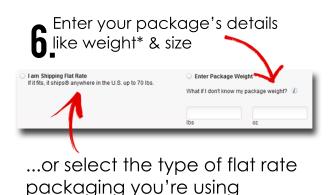


Verify your address\* Where are you Amanda A Bales sending from? WESTERN OREGON UNIVERSITY 345 MONMOUTH AVE N BUSINESS OFFICE MONMOUTH, OR 97361-1329 balesa@wou.edu

\*IMPORTANT: Your return address needs to be the same as the billing address that is associated with your payment method- if they are different, they might not be processed!

Enter in the recipient's address and other information

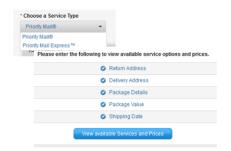




and don't have access to a scale? Lock on the back of this brochure for an



Then select a service type, ■remember- the more you spend, the faster your parcel will be delivered.



Add any extra services that Add any extra services need, like insurance or signature confirmation...

Signature Services  None	
<ul> <li>Signature Confirmation™ Restricted Delivery (1)</li> </ul>	\$7.60
Adult Signature Required (1)	\$6.10
Adult Signature Restricted Delivery ()	\$6.35

...and you're basically done! Just pay on the next screen, follow the prompts to print your postage label out and tape it to your shipment.

## REASONS TO SHIP THROUGH THE POST OFFICE-

- \* It's the only courier that delivers to PO Boxes
- \* Free Saturday delivery
- No surcharge for home delivery (as opposed to business delivery)
- Flat Rate shipping is an affordable way to send packages to far away locations (especially Hawaii & Alaska)

## What do I do when my shipment is ready to mail?

Once your shipment is ready to go, you have a couple options for getting it mailed:

- Bring your parcel to Mail Services in ITC 111 by 3pm Monday Friday and we will take it to the Post Office for you
- You can take your parcel directly to the Monmouth Post Office located at 437 Clay St E (behind the plaza with Little Caesar's)
- If you live in the Residence Halls, you can take your outgoing mail to the Residential Service Center front desk for delivery

## **EASY WEIGHT REFERENCES**



Questions? Comments? Flattering observations about my hair? Here's my contact information:

Amanda Bales, PICM (person in charge of ma'l) 503.838.8383 balesa@wou.edu www.wou.edu/mail How to Ship a package through the

## US POST OFFICE

