NELSON MANDELA UNIVERSITY

REQUEST FOR SENDING OF POSTAL AND COURIER ITEMS

NAME: ……DEPARTMENT: .....……

COST CENTRE CODE: …….. ACCOUNT NUMBER:……...

PLEASE MARK: LETTERS: …… QUANTITY: ……..

PARCELS: ……QUANTITY: ……..

CONTENTS OF PARCEL: ……INSURANCE: YES: ……. / NO:

DOMESTIC MAIL:		**FOREIGN MAIL:**	
Ordinary: 5 days	Fast mail: 3-4 days	Surface mail: 21days +	Airmail:7-14 days
Registered mail: 7 -9 days		Registered mail: 14 – 21 days	
Insured mail: 7 – 9 days Value: R……		Insured mail: 14-21 days Value: R……	
Courier/Speed: Overnight to Main Centres and 2 days to Outlying areas *Address:* *Telephone:*		Courier:4 - 5 Working days Address: Telephone:	

SIGNATURE: …… DATE: ……

FOR OFFICIAL USE:

OS(DL)	**OS(B4)**	**FASLSA Int. small Letter Africa**	**FASLSA Int. small Letter Africa registered**	**FAPSSA Small airmail parcel SA**
FS (DL) Fast mail	**FS(B4) Fast mail**	**FASLOC Int. Small Letter World**	**FASLOC Int. Small Letter World registered**	**FAPSOC Small airmail parcel World**
OS(DL)REG	**OS(B4)REG**	**FAMLSA Int. Medium Letter Africa**	**FAMLSA Int. Medium Letter Africa registered**	**FAPRC Int. airmail parcel 2kg**
OS(B5)	**IPRCB Ordinary parcel**	**FAMLOC Int. Medium Letter World**	**FAMLOC Int. Medium Letter World registered**	**COURIER**
FS (B5) Fast mail	**OCYL1 Small Cylinder**	**FALLSA Int. Large Letter Africa**	**FALLSA Int. Large Letter Africa registered**	
OS (B5)REG	**OCYL2 Large cylinder**	**FALLOC Int. Large Letter World**	**FALLOC Int. Large Letter World registered**	

POSTAGE: 6330-3040

POSTAGE: …….. POSTAL OFFICIAL: ……

CODE: ……..