



Mail Services

THE UNIVERSITY OF TEXAS AT AUSTIN

Department Name _____

Contact Name _____ Phone _____

Mail Code _____ Postage Account # _____

MEDIA MAIL – PARCEL / PACKAGES

If you are sending a parcel it may qualify for a reduced rate.

Please note, Media Mail delivery time is 7-10 days.

If you want to send it Media Mail it must contain either:

_____ BOOK – at least 8 pages

_____ VIDEO

_____ DVD

_____ Sheet Music

_____ Printed educational material for testing purposes or reference charts

_____ Printed medical information for distribution to doctors or hospitals

All mail will go out as
First Class unless otherwise noted

NON-PROFIT _____
200 PIECES IN ZIP-CODE ORDER
7-10 DAY DELIVERY TIME

PRIORITY MAIL _____
2-3 DAY DELIVERY TIME
Mail Over 13oz automatically goes
Out as Priority Mail

EXPRESS MAIL _____
NEXT DAY DELIVERY TIME
Used to send to PO BOXES
Most Expense Option

INTERNATIONAL _____

Special Instructions