

MAIL SERVICE PICKUP REQUEST

WE WILL PICK UP AT YOUR OFFICE ONLY IF YOUR VOLUME IS GREATER THAN YOUR LOCKBOX CAPACITY

DATE

DEPARTMENT NAME

OF TUBS

OF TRAYS

TWO WHEEL HAND TRUCK NEEDED?

THIS NOTE MUST BE SECURED ON TOP OF A BUNDLE WITHIN YOUR LOCKBOX

IF POSSIBLE, CALL AHEAD TO MAIL SERVICES (581-6035) TO REQUEST EMPTY TRAYS
OR TUBS AND FILL PRIOR TO PICKUP BY MAIL SERVICES