The service checked below is required to ensure that the attached time-sensitive mailer is received next day or afternoon.

PLEASE CHECK ONE:

☐ Next day delivery (UPS Next Day Early AM – 10:30 a.m.)

☐ Next day delivery (UPS Next Day Air – 12:00 noon)

☐ Next Afternoon (UPS Next Day Air Saver - 3:00 p.m.)

Note: Mailers that are sent to remote locations may not be delivered by the checked time-schedule noted above (Contact MSD for details).

__________________________________________
SHIPPING DOCUMENT NUMBER

__________________________________________
Signature (Divisional Manager or Designee) DATE

__________________________________________
PRINT - Department and Division Telephone Number

Should the Mail Services receive an outbound shipment requesting Next Day delivery services without a Divisional Manager written approval, a courtesy call will be made to secure verbal approval.

CONTACT
MAIL SERVICES DIVISION (MSD)
(213) 978-0290
Field offices must fax or send via inter-office "gray mail" this Form
MSD fax# (213) 978-0296 or Mail stop #451