

Mail and Print Center Department  
**Mail Request Form**

Please clip or rubber band your mail with a hard copy of this form for each mailing. Mail drop off time will be at 2:00 pm every day.

All the (\*) marked fields are mandatory.

Date and Time: \*

Account Number: \*  
(or Mailbox Number)

Job Description:

Full Name: \*  
(Please Print)

Signature: \*

Additional Comments:

Please select if needed.

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> First Class  | <input type="checkbox"/> Certified Mail | <input type="checkbox"/> Priority                       |
| <input type="checkbox"/> Tracking     | <input type="checkbox"/> Return Receipt | <input type="checkbox"/> Priority Express               |
| <input type="checkbox"/> Library Mail | <input type="checkbox"/> Media Mail     | <input type="checkbox"/> First-Class Mail International |

☐ **International Packages** (need the following information for Customs):

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address 1 \_\_\_\_\_

Street Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_

Phone Number \_\_\_\_\_ Value \$ \_\_\_\_\_



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