Complete this form, clip it to the piece of mail & place into an **inter-school mail envelope** addressed to **MAILROOM**.

- Use **one form** per mail piece.
- You will receive confirmation of delivery from the USPS via email.
- This form will be returned to you with the tracking number affixed, once the piece of mail has been delivered.
- There are other services available upon request. Please direct inquiries to the Mailroom Clerk at 717-267-4498.

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**Date**

**Name**

**School/Office/Dept:**

**Recipient Name:**

**Company/Firm:**

**Address:**

**City, State, ZIP:**

**Description of contents:**

---

**Type of Service(s) Requested:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Mail</td>
<td>#10 envelope w/electronic return receipt</td>
<td>$6.13 minimum</td>
</tr>
<tr>
<td>Certified Mail</td>
<td>large envelope w/electronic return receipt</td>
<td>$6.76 minimum</td>
</tr>
</tbody>
</table>

---

**For Mailroom Use Only:**

<table>
<thead>
<tr>
<th>Package Identification #</th>
<th>$ total charged to your account</th>
</tr>
</thead>
</table>

**Date Received in Mailroom:**

- **$ postage**
- **$3.75 certified**
- **$1.85 electronic return receipt**

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**Revision Date**

9/23/2021