Facilities and Services Group

Authorisation for Mail Services

SWINBURNE UNIVERSITY OF TECHNOLOGY

This section to be completed by sender

↓ Name ↓ Date

↓ Division/School ↓ Mail Number

↓ Account Code

National Mail: No. of items

International Mail: No. of items

Special Services (Please tick)

TNT Express				DHL Courier Service	
Express Post				EMS Courier Service	
Registered Mail		Acknowledgment of Receipt		Insurance	
Courier					
Receipted Delivery					

↓ **Stationery**

Type	No:	Price:	Total: $

Please debit the account shown above and credit account **3.88.850.0.18.702.69082**

Signature

Mail Centre Use Only

Standard Letters

Large Letters

Weight

0-125g	
126g-250	
251g-500g	

Parcels up to 500g

Weight	Melbourne	Rest
0-250g		
251g-500g		

Parcels over 500g

Charge Zone	Quantity	Weight

DHL Global Mail **Documents Only**

	1	2	3	4	5
Number					
Weight					

Australia Post Airmail Parcels and EMS

Up to 2kg	NZ	Asia/Pacific	Rest of World
Number			
Weight			

Australia Post Airmail Parcels

Over 2kg	NZ	Asia/Pacific	Rest of World
Number			
Weight			

Special Services

- ☐ Express Post .....
- ☐ Registered Post .....
- ☐ Receipted Delivery .....

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