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**MAIL PROCESS FORM**

- Please keep foreign mail separate from all other mail
- Unsealed mail should have flaps down

- [ ] 1st Class
- [ ] 3rd Class
- [ ] Priority
- [ ] Certified
- [ ] Return Receipt
- [ ] Express
- [ ] Media
- [ ] Library
- [ ] International/Airmail

**DATE:**

**PHONE:**

**CONTACT PERSON:**

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