How to process a return receipt

1. Return Receipts can only be used with another mail service such as Certified Mail, Insured Mail over $200, or Express mail.
2. Complete the postcard side with your own return address. This is the side with the removable adhesive strips.
3. Complete Items one, two, and three on the reverse side.
4. If you are sending your item via Certified Mail, remove the adhesive article number from the left side of the certified form and stick it on the return receipt form at line #2.
5. Remove the adhesive strips on the return receipt card and attach to the back of the letter, or front of a package.

Please drop your envelope off before 2:30 pm at the Campus Post Office window.