



**Northern Virginia Community College**  
**POSTAGE AND FREIGHT CHARGE BACK FORM**

Campus: \_\_\_\_\_ Division: \_\_\_\_\_ Account and/or box number: \_\_\_\_\_

Approved by: \_\_\_\_\_ Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

Number of pieces	Class of Service – USPS	Number of pieces	Common Carrier Services
_____	First class	_____	UPS - ground service
_____	Certified return receipt	_____	UPS - red next day
_____	Express mail (overnight)	_____	UPS - blue second day
_____	Priority mail (two day)	_____	Federal Express
_____	International air mail	_____	DHL
_____	Library rate	_____	Common carrier truck
_____	Book rate	Carrier: _____	
_____	Parcel post	Bill of lading number: _____	
_____	Permit #5 1 st class pre-sort		
_____	Permit #6355 3rd class bulk		

Comments: \_\_\_\_\_

For additional information, call NVCC Postal and Distribution Services at 703-323-3425 (Annandale).

Copies to: White and yellow: Postal and Distribution Services Pink: Originator



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