

Mail Services Division

High Value Item Shipping Consent Form

Sender Information:

Name: _____ Address: _____
Phone Number: _____
Email: _____ BA: _____

Recipient Information:

Name: _____ Address: _____
Phone Number: _____
Email: _____ BA: _____

Item Details:

High Value Item:	Value:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Consent and Acknowledgment:

By signing this form, I acknowledge and agree to the following terms:

1. I understand that the items listed above are being sent via the internal interoffice service.
2. I acknowledge that there will be no insurance coverage for these items during transit.
3. I understand that the Mail Services Division is not liable for any lost or damaged items.
4. I understand that interoffice shipping costs \$0.30 per pound, which is comparable to the expense of sending items through USPS or FedEx.
5. I understand that if I choose to send the items via USPS or FedEx, there is \$100 of free insurance included, which is not available with the interoffice service.

Signature:

- Customer Title/Signature: _____
- Date: _____