

# CPU Write-In Stamp Order Form

**CPU  
ACH**

ALL Fields Are Required – Please Type or Print All Information

Finance No.:		Site ID		<b>SFS Customer ID (1)</b>	
CPU Name				CPU Contact Person	
CPU Address					
City			State	ZIP + 4	
Phone Number			Email		Fax

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| <p>1. To place your order with a CHECK or MONEY ORDER, Mail this form with your payment to:<br/> <b>Order Entry Stamp Fulfillment Services</b><br/> <b>8300 NE Underground Drive Pillar 210</b><br/> <b>Kansas City, MO 64144-0001</b></p> <p>2. Orders will be delivered via First-Class Mail or Priority Mail with Delivery Confirmation™ service or Registered Mail™ if over \$5,000.</p> <p>3. If you have any questions, please contact Customer Service at <b>1-800-782-6724</b> Monday-Friday between the hours of 8:00 AM and 4:30 PM Eastern Time or email us at <a href="mailto:stampfulfillment.services@usps.gov">stampfulfillment.services@usps.gov</a></p> | <p>To place your order with ACH Debit, fax this form to:<br/> <b>Order Entry Stamp Fulfillment Services</b><br/> <b>Fax Number: 1-816-545-1425</b></p> <p><input type="checkbox"/> Check here for <b>Express Mail</b> delivery</p> |
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## Single Orders

Description and value of Stamp	Format – (Identify Pane, Coil, Booklet and number of stamps available in the format requested.) <i>* No Substitutions - Please see below</i>	Item #	Quantity	Total \$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
	<input type="checkbox"/> No Subs			\$
				\$
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				\$
				\$
				\$
<b>Express Mail Corporate Account (EMCA#)</b> _____			Enter your estimated Express Mail shipping cost - Exact cost determined at time of shipment (optional service)	\$
<b>Grand Total</b>				\$

**Please be certain that you have taken the time to fill out your order form in its entirety.**

1. To ensure that your Pre-Sale requests are not delayed, place each stamp request with different “On-Sale” dates on a separate order form. The On-Sale dates are published in the *Postal Bulletin*.
2. Check the *Postal Bulletin* to validate the availability of all write-in stamp requests. Stamps not available may delay your order.
3. Items not in stock may delay your order 5-7 days. For large volume orders, contact Customer Service prior to placing your order to determine availability.

**\* An order that contains a check box for “No Substitutions” may experience a delay.** We suggest submitting these on a separate order form.

(1) Customer ID will be provided on invoice from first stamp order. Indicate in box if this is your first order and ID isn't available.