

**Western New England University Mail Services Agreement
for FedEx, UPS, DHL or USPS Mailings**

CASH OR CHECK ONLY – DO NOT ACCEPT CREDIT OR DEBIT CARDS

Prior to mailing a FedEx, UPS, DHL or USPS package or letter to the address noted below, I, _____, agree to make payment to Western New England University for the difference should the package/letter be invoiced more than I am paying (\$_____) today (_____) at the Mail Services Window.

If a student, I can be contacted via telephone or email. If I do not respond within 10 days, my student account will be billed for the difference.

Western New England University Staff/Faculty will be contacted directly and asked to come to Mail Services within 10 days to pay the difference.

My information is provided below (*please print*).

Name: _____ Telephone/Cell Number: _____

Student ID#: _____ Department: _____

Email: _____

Signature: _____ Date: _____

**Recipient's Mailing Address: (*circle one*) Business or Residential
(If incorrect, FedEx and UPS will charge accordingly to the delivery address)**

Name: _____

Street: _____

Apartment or Suite: _____ Other: _____

City/Town: _____ State: _____ Zip Code: _____