

FM-124 Non-Standard Mail Out Form

DELIVER TO:

COST CENTRE:

SENDERS IPC:

NAME OF SENDER:

CONTACT PHONE NUMBER:

MOBILE:

SENDERS UNIT:

CAMPUS:

CONTENTS:

NUMBER OF ITEMS

NUMBER OF TUBS:

DATE TO BE DISPATCHED:

**If mail to be dispatched on a nominated date please specify.*

Instructions for Non-Standard Mail from your Campus

If your Non-Standard is being Sent from an internal location (Campus Mail room)

- Non-standard mail is larger/wider than a regular letter.
 - Non-standard mail does not include pre-paid letters/parcels, internal envelopes and under 18 kilograms.
- Complete the details in the FM-124 Non-Standard Mail Out Form
- Bundle your mail together (this can be done in boxes/tubs or in elastic bands-depending on amount of mail)
- Attach a copy of your 'FM-124 Non-Standard Mail Out Form' to the mail that is to be collected (if you have multiple tubs to be collected, attach an 'FM-124 Non-Standard Mail Out Form' to each box highlighting Box 1 of 3 etc. on the bottom of the FM-124 form)
- Take your Non-standard mail items to your Campus Mail room/IPC collection point.