



Mailpiece Quality Control Self-Study Course Order Form

Customer Information *(Please print)*

Contact Name

Company Name

Street Address *(Number, street, suite, apt., etc.)*

City

State

ZIP + 4[®]

Foreign Country Name *(when applicable)*

Telephone Number *(include area code)*

E-mail Address

Ordering Instructions

	Quantity	Price		Purchase Amount
Option 1: Administrator's Guide <i>(For one individual)</i> . Includes <i>Administrator's Guide</i> TD-34A.	<input type="text"/>	X \$25.00 =	=	\$ <input type="text"/>
Option 2: Student Package <i>(For one individual)</i> . Includes <i>Student Guide</i> TD-34B and final examination.	<input type="text"/>	X \$50.00 = <i>(Qty. less than 10)</i>	=	\$ <input type="text"/>
		or X \$25.00 = <i>(Qty. 10 or more)</i>	=	\$ <input type="text"/>
Option 3: Resource Kit . Includes Publication 95, <i>Quick Service Guide</i> ; Publication 32, <i>Glossary of Postal Terms</i> ; Notice 67, <i>Automation Template</i> ; Notice 3-A, <i>Letter-Size Mail Dimensional Standards Template</i> ; Item 07, <i>Automation Gauge</i> ; <i>Postal Explorer</i> CD; and current issues of <i>Domestic Mail Manual</i> (DMM), <i>Memo to Mailers</i> , <i>Postal Bulletin</i> , and <i>Mailer's Companion</i> .	<input type="text"/>	X \$20.00 =	=	\$ <input type="text"/>
Option 4: Final Examination . Includes final examination only. <i>Student Guide</i> available for download at http://pe.usps.gov .	<input type="text"/>	X \$25.00 =	=	\$ <input type="text"/>
Total Purchase Amount . For each item, multiply the quantity by the price and enter the result as the purchase amount. Add the purchase amount for each item and enter the total purchase amount here. Then complete the billing information below.				\$ <input type="text"/>

Payment Method

Make check or money order payable to "United States Postal Service"

Purchase Order #

For government agencies only.

Check Money Order Visa MasterCard

Discover Diners Club American Express

Card #

Card expiration date: /
(MM/YY)

Authorized Personnel *(please print)*

Signature

The signature above indicates that signee accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.

Mail* or fax completed order form to:

ACCOUNTS RECEIVABLE
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

FAX: 901-681-4409

** If paying by check or money order, mail payment and completed order form to the address above.*

Note: To order additional training programs, copy or download this form from the Postal Service Web site at www.usps.com/forms/allforms.htm. Generally, the NCSC ships orders within 10-15 days of receipt. Customers needing assistance may call **800-238-3150**.