



POSTAGE STAMP REQUISITION
FORDHAM DUPLICATING CENTER AT ROSE HILL
441 EAST FORDHAM ROAD
BRONX, NEW YORK 10458
PHONE: (718) 817-4922
FAX: (718) 817-4925



DATE RECEIVED

DATE POSTED

/ /

/ /

STAMP ORDER NO.

SO -

**ALL STAMP ORDERS MUST
BE PICKED UP FROM
FORDHAM MAIL SERVICES
FACULTY MEMORIAL HALL
ROOM 129**

PROCESSED BY:

Date/Time Stamp

① DEPARTMENT CHARGE

FUND

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ORG

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ACCOUNT

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PGM

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*Please fill out completely. No request can be
released without a Department Charge.*

Stamps will only be issued as follows:

Sheets of **10** - \$1.00 and \$5.60

Sheets of **20** - \$.01, \$.02, \$.05, \$.66, \$1.10

Sheets of **50** - \$.03

Coils of **100** - \$.33 and \$.46

Note: All stamps are self-adhesive.

ALL STAMP ORDERS ARE FINAL - NO RETURNS!

ITEM (SHEETS)	QTY. ORDERED	VALUE
.01 Cts (shs/20)		
.02 Cts (shs/20)		
.03 Cts (shs/50)		
.05 Cts (shs/20)		
.66 Cts (shs/20)		
\$1.00 (shs/10)		
\$1.10 (shs/20)		
\$5.60 (shs/10)		
Item (Coils)		
100 / .33 Cts		
100 / .46 Cts		
TOTAL		

② CLIENT INFORMATION

PREPARED BY (NAME) - PLEASE PRINT

APPROVED BY (SIGNATURE)

DEPARTMENT

BUILDING

ROOM

TELEPHONE

DATE

**REMINDER - MAIL CAN ALSO BE "METER"
PROCESSED AT MAIL SERVICES: FMH, ROOM 129**

GENERAL INFORMATION

1st Class

1 oz. - .46 cts.

Each additional oz. .20 cts. up to 13 oz.

Priority

14 oz. to 1 lb. \$5.60

Air Mail (1 oz.)

All Countries - \$1.10

Post Card Rates

Domestic - .33 cts

RECEIVED BY (Signature) _____

DATE: _____ / _____ / _____