

# PelicanPost Mail Service Request Form

## Instructions

Each section below identifies the information required to complete the PelicanPost Mail Service Request Form:

### REQUESTOR INFORMATION

- 1. Number of Pieces:** Place the total number of items mailed (letters/packages).
- 2. Department:** Must be written on form as follows: LDH/ the section's name submitting the items mailed (MVA, OS, and OAAS etc.)
- 3. Your Name:** The actual name of the person submitting the items mailed.
- 4. Phone Number:** The actual phone number of person submitting the items mailed.
- 5. Billing information:** The section's Sub Account number(ex 270-0007550)
- 6. Date:** The date items are submitted to the LDH mailroom.

**Email:** The email address of the person submitting the items for mailing.

**PelicanPOST**

## MAIL SERVICE REQUEST

DO NOT RE-USE OR PHOTOCOPY THIS REQUEST FORM



MSR 7246 2575 7536 1840 89

### REQUESTOR INFORMATION

Number of Pieces:	#1	Indicate the quantity of item(s) on this request	
Department:	#2	Date:	#6
Your Name:	#3	Email:	#7
Phone Number:	( #4 )		
Billing Information:	#5		

### SERVICE OPTIONS

#### INTEROFFICE MAIL SERVICES

- Messenger Mail
- PelicanPOST Courier Mail \*Requires PelicanPOST envelope
- PelicanPOST Parcel \*Requires agency subscription

#### DELIVER TO:

Dept / Agency Recipient:

Name of Recipient:

Location of Recipient:

#### OPTIONAL INTEROFFICE SERVICES:



- Delivery Alert Requested
- Full Tracking Requested
- Signature Required for Delivery

\*Delivery may be delayed if authorized signer is unavailable

#### USPS MAIL SERVICES

##### SERVICE CLASS

- First Class Mail®
- Priority Mail®
- Priority Mail Express®
- Best Available

\*Domestic, international, and extra services as needed

##### OPTIONAL SERVICES

- Certified Mail®
- Return Receipt
- Certificate of Mailing

\*Requires USPS Postal Form PS 3817 or PS 3645

Services provided by



#### NOTES & COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTS | PSS | enterprise MAILCENTER

225.342.4.PSS | 844.901.1216 | pelicanpost@la.gov

# PelicanPost Mail Service Request Form (Cont.)

## SERVICE OPTIONS

**Interoffice Mail Services:** Select the type of mail you are submitting.

- a. **Messenger mail** – Mail that is sent from section to section or department to department.
- b. **PelicanPost Courier Mail** – Must be in a “PelicanPost envelope” provided by PSS.
- c. **PelicanPost Parcel:** Packages sent using a subscription to this delivery service offered by PelicanPost.

## DELIVER TO:

1. **Dept/Agency Recipient:** The department/agency that will receive Interoffice Mail (Services).
2. **Name of Recipient:** The name of a specific person in the department/agency that will receive Interoffice Mail (Services).
3. **Location of Recipient:** The address (including the floor/building) of the department/agency/person that will receive this mail.

## OPTIONAL INTEROFFICE SERVICES

1. **Delivery Alert Requested:** An option that provides the sender with notifications from PelicanPost (by email) indicating the items mailed has been picked up and delivered.
2. **Full Tracking Requested:** An option that provides the sender with notifications concerning the complete route the mail from pick up to delivery.
3. **Signature Required for Delivery:** An option that requires a signature prior to the delivery of mail (letter and/or parcel).

## USPS MAIL SERVICES

1. **First Class Mail:** Delivery time in 1-3 business days for standard-sized, single piece envelopes weighing up to 3.5 oz, large envelopes and small packages weighing up to 13 oz.
2. **Priority Mail:** Delivery time in 1-3 business days which includes tracking and allows packages up to 70lbs to any state at the same price.
3. **Priority Mail Express:** Delivers overnight allowing shipping of packages up to 70lbs to any state at the same price. Service includes tracking, proof of delivery with signature record, Sunday and holiday delivery where available.
4. **Best Available:** An option that allows PSS to determine the best USPS mail service to use to process your mail. This includes domestic, international and extra services as needed.

## **OPTIONAL SERVICES**

1. **Certified Mail:** Provides the sender with a mailing receipt and upon request electronic verification that an item was delivered or a delivery attempt was made.
2. **Return Receipt:** Provides the sender with a hard-copy (the "green card") evidence of a delivery. The Green card is mailed to the sender showing date of delivery, signature of recipient and recipient's delivery address.
3. **Certificate of Mailing:** Proof you mailed an item when you said you did. This is the considered the official record showing the date your mail was accepted for processing.

## **POST & COMMENTS**

This section is available for you to make notes concerning the letters/packages being mailed.