CPU Write-In Stamp Order Form

CPU ACH

ALL Fields Are Required – Please Type or Print All Information

Finance No.:		Site ID		**SFS Customer ID (1)**	
CPU Name			CPU Contact Person		
CPU Address					
City		State		ZIP + 4	
Phone Number		Email		Fax	

1. To place your order with a CHECK or MONEY ORDER,
Mail this form with your payment to:
Order Entry Stamp Fulfillment Services
8300 NE Underground Drive Pillar 210
Kansas City, MO 64144-0001

To place your order with ACH Debit, fax this form to:
Order Entry Stamp Fulfillment Services
Fax Number: 1-816-545-1425
☐ Check here for **Express Mail** delivery

2. Orders will be delivered via First-Class Mail or Priority Mail with Delivery Confirmation™ service or Registered Mail™ if over $5,000.
3. If you have any questions, please contact Customer Service at **1-800-782-6724** Monday-Friday between the hours of 8:00 AM and 4:30 PM Eastern Time or email us at *stampfulfillment.services @usps.gov*

Single Orders

Description and value of Stamp	Format – (Identify Pane, Coil, Booklet and number of stamps available in the format requested.) *No Substitutions - Please see below	Item #	Quantity	Total $
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
	☐ No Subs			$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
Express Mail Corporate Account (EMCA#)_____	Enter your estimated Express Mail shipping cost - Exact cost determined at time of shipment (optional service)			$
			Grand Total	$

Please be certain that you have taken the time to fill out your order form in its entirety.

1. To ensure that your Pre-Sale requests are not delayed, place each stamp request with different "On-Sale" dates on a separate order form. The On-Sale dates are published in the *Postal Bulletin*.
2. Check the *Postal Bulletin* to validate the availability of all write-in stamp requests. Stamps not available may delay your order.
3. Items not in stock may delay your order 5-7 days. For large volume orders, contact Customer Service prior to placing your order to determine availability.

* An order that contains a check box for "No Substitutions" may experience a delay. We suggest submitting these on a separate order form.

PS Form 5555, August 2008

(1) Customer ID will be provided on invoice from first stamp order. Indicate in box if this is your first order and ID isn't available.