



Cleveland Institute of Art

Mail & Package Center

Date: _____

Name of Requestor: _____

Department/Major Name: _____

Mail to: _____

Instructions: _____

The CIA Mail & Package Center is unable to provide tracking numbers via USPS, our primary provider. If you require a tracking number, your package will be sent via UPS, incurring additional costs. Do you require a tracking number? YES NO

Does your package need to be insured: YES NO

Value of contents: _____

What date does your package need to arrive? _____

MAIL/PACKAGES SHOULD BE SUBMITTED NO LESS THAN FIVE (5) BUSINESS DAYS IN ADVANCE OF DESIRED ARRIVAL DATE TO AVOID COSTS ASSOCIATED WITH EXPEDITING (INCLUDING 1 DAY FOR PROCESSING AT POST OFFICE)

For Office Use Only		
USPS:	UPS:	OTHER:
Processed by: _____	Date: _____	CODE: _____