

Riverside Community College District

RCC District Offices—CAADO Building

Administrative Services Center

3801 Market Street, Riverside CA 92501 (2nd Floor)

951-222-8526

Expedited Mail Services

PLEASE FILL OUT FORM COMPLETELY IN ORDER TO EXPEDITE YOUR MAIL.

Name: _____ Phone: _____ Date: _____

Department: _____ Office # _____ College/Site _____

Budget Code: _____ E-mail: _____

Nature of DISTRICT business (general contents): _____

Please note: ONLY Certified Mailing and U.S. Postal Office delivers to PO Box addresses.

Select Your Mail Carrier: (In some cases mailroom staff will determine the best way to expedite mail.)

U.S. Post Office: Certified Mail/Return Receipt

Priority Mail

Overnight Carriers: OnTrac

UPS—Worldwide Express (*Nationwide*)

Do you want the recipient to sign for the delivery? Yes No

Do you want e-mail confirmation for the delivery? Yes No

If no signature required; ok to leave at premises? Yes No

Recipient Information: (please print clearly & fill out every section)

Business OR **Residential**

Next Day OR **No Rush**

Name of Recipient: _____

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Address: _____

City, State, Zip/Postal Code: _____

PO BOX: _____

(ONLY Certified and/or USPS)

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Telephone: _____ (*Mandatory for any expedited service)

E-mail: _____ (Optional)

We prefer to use UPS Worldwide Express for international mail. If restrictions mandate that USPS/FedEx is to be used we can accommodate. Please call the mailroom center at 222-8526 for any questions you may have.

Thank You, CAADO—Administrative Services Center