

Insured Mail Receipt

Distribution & Property Control Services USB 32 Tel: 760-750-4526

Insured Mail provides coverage against loss or damage up to \$5000. Items may not be insured for more than their value. First-Class Mail, First-Class Package Service, and Priority Mail may be insured.

A fee (in addition to the postage) for merchandise insurance liability, per piece will be added at the time of processing. For current cost, contact our Mail Clerk at 4525. (Supplies available at Distribution & Property Control Services)

Domestic Only \$200 and UNDER

United States Postal Service® INSURED MAIL - DOMESTIC ONLY	
U.S. Postal Service® DOMESTIC ONLY INSURED MAIL RECEIPT	
OFFICIAL USE	
Postage \$ Insurance Fee Special Handling Fee Total Postage & Fees \$	<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous Insurance Coverage: Postmark Here
Sent to: PALOMAR COLLEGE LIBRARY Street, Apt. No.; or PO Box No. 1140 W MISSION RD. City, State, ZIP+4® SAN MARCOS CA 92069	
PS Form 3813, May 2007 See Reverse for Instructions	

Domestic Only OVER \$200

United States Postal Service® INSURED MAIL - DOMESTIC ONLY	
U.S. Postal Service® DOMESTIC ONLY INSURED MAIL RECEIPT	
OFFICIAL USE	
Postage \$ Insurance Fee Restricted Delivery Fee (endorsement required) Special Handling Fee Return Receipt Fee (endorsement required) Total Postage & Fees \$	<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous Insurance Coverage: Postmark Here
Sent to: DELL USA Street, Apt. No.; or PO Box No. 1 DELL WAY City, State, ZIP+4® ROUND ROCK TX 78682	
PS Form 3813-P, May 2007 See Reverse for Instructions	

Please fill out the Insured Mail Receipt that corresponds with the amount of insurance coverage you require. You may type or print clearly in blue or black ink. Be sure to write your name and or department on the form so that we can return the slip back to you. Keep this for your records.