

## REQUEST FOR SPECIAL MAILING/MESSENGER

**INSTRUCTIONS:** Complete all information requested below, retain the pink copy for your records. Attach form and labels (2 labels required for overnight packages) to item being sent. For pick-up of large items call shipping and receiving on extension 2395; if you prefer, small items may be hand delivered to the Service Desk at 120 Park, Level-C or placed in your out box for pick-up by the mail clerks. For messenger service please bring the items to the Lobby Messenger Room. When filling out this form, please indicate in the column marked "CODE SELECTION" your numeric choice for each field on the form. For example, if you work for USA Sales, under code selection column you would indicate your division number as **2** and department number as **201**. If your package requires next day delivery by 10:30 A.M., you would indicate the service requested as **22**. If you have any questions, please contact the supervisor of Shipping and Receiving on extension 2398.

**NAME:** T. Latham **DATE:** 2/21 **EXTENSION:** 3581

**DIVISION:** 1-PM Management Corp. **2-USA** **CODE SELECTION**  
**DIVISION #** 1

**DEPARTMENT:**

101-Controller	108-Tax	201-Sales
102-HQ ICS	109-Audit	202-Marketing
103-General Counsel	110-Treasurer	203-Operations
104-Public Affairs	111-Pension	204-Corp. Affairs
105-Planning	112-HQ Services	205-Finance
106-Personnel	113-Travel	206-Personnel
107-Executive	114-PMCC	207-Executive

**DEPT #** 103

**TYPE OF SERVICE:**  
**NOTE: ON FRIDAY, UNLESS SPECIFIED, OVERNIGHT DELIVERIES WILL BE MADE ON MONDAY** **SERVICE #** 22

<b>COURIER (AIR)</b> Prices shown for 1 lb package 22-Overnight by 10:30 \$6.50 23-Overnight by 12:00 noon \$5.00 24-Saturday delivery by 5:00 pm \$10.00 25-Second Day \$3.50	<b>MESSENGER (LOCAL)</b> 29-Regular 3 hours \$5.25 30-Rush 2 hours \$9.00 31-Trucking** (Base \$15.50) **Prices will vary depending on weight and destination	<b>INSURED VALUE:</b> _____
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<b>UPS/RPS (GROUND)</b> Prices shown for 1 lb package* 26-Regular Residential \$2.35 Business \$2.95 *Price may vary depending on zip code	<b>U.S. POSTAL SERVICE</b> Price shown for 1 ounce envelope 32-Priority Mail \$3.00 up to 2 lbs. 33-Certified Mail \$1.42 34-Int'l. Registered Mail \$5.45 35-Express Mail \$10.75 36-Certified Return Receipt \$2.52 37-Int'l. Registered Return Receipt \$6.55 38-Express Return Receipt \$11.85 39-Int'l. Express Mail-Starting at \$11.50 40-Int'l. Mail (Small Package under 4lbs.)** **Prices will vary depending on weight and destination	<b>FOR S&amp;R USE ONLY</b>
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<b>INTERNATIONAL SHIPMENTS</b> Prices shown for 1 lb package 27-International Courier (Non Pouch) \$11.00	<b>WEIGHT:</b> _____
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**SHIP TO** ☒ **PICK-UP FROM** ☐  
LEO DE Jong  
**NAME** Metric Fasteners Corp.  
**C/O** 2240 29th St  
**ADDRESS** Grand Rapids MI 49508 (616) 247-4277  
**CITY** Grand Rapids **STATE** MI **ZIP CODE** 49508 **TELEPHONE #** (616) 247-4277

FORM #3251A PM INC. REV. 1/95 #ed Forms

Distribution: White-Shipping Yellow-Shipping Pink-Requestor.

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