

## 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 2396; 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: <u>T. Lathmire</u>		DATE: <u>2/21</u>	EXTENSION: <u>3581</u>
DIVISION:		CODE SELECTION	
1-PM Management Corp.		2-USA	DIVISION # <u>1</u>
DEPARTMENT:			
101-Controller 102-HQ ICS 103-General Counsel 104-Public Affairs 105-Planning 106-Personnel 107-Executive		108-Tax 109-Audit 110-Treasurer 111-Pension 112-HQ Services 113-Travel 114-PMCC	201-Sales 202-Marketing 203-Operations 204-Corp. Affairs 205-Finance 206-Personnel 207-Executive
TYPE OF SERVICE:			
NOTE: ON FRIDAY, UNLESS SPECIFIED, OVERNIGHT DELIVERIES WILL BE MADE ON MONDAY			
<b>COURIER (AIR)</b> Prices shown for 1 lb package 22-Oversight by 10:30 \$6.50 23-Oversight 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) <small>**Prices will vary depending on weight and destination</small>	
<b>UPS/RPS (GROUND)</b> Prices shown for 1 lb package* 26-Regular <small>Residential \$2.35 Business \$2.95</small> <small>*Price may vary depending on zip code</small>		<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.)* <small>**Prices will vary depending on weight and destination</small>	
<b>INTERNATIONAL SHIPMENTS</b> Prices shown for 1 lb package 27-International Courier (Non Pouch) <small>\$11.00</small>		FOR S&R USE ONLY	
WEIGHT: _____			

SHIP TO  PICK-UP FROM   
Leo De Jong

NAME	<u>MetLife Financial Corp.</u>		
C/O	<u>2240 29th St</u>		
ADDRESS	<u>Grand Rapids MI 49508</u>		
CITY	<u>STATE</u>	<u>ZIP CODE</u>	TELEPHONE # <u>(616)247-4777</u>

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

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

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