



How to Submit a Service Request Form

University Services Logistics requires Service Request Forms for the pickup of:

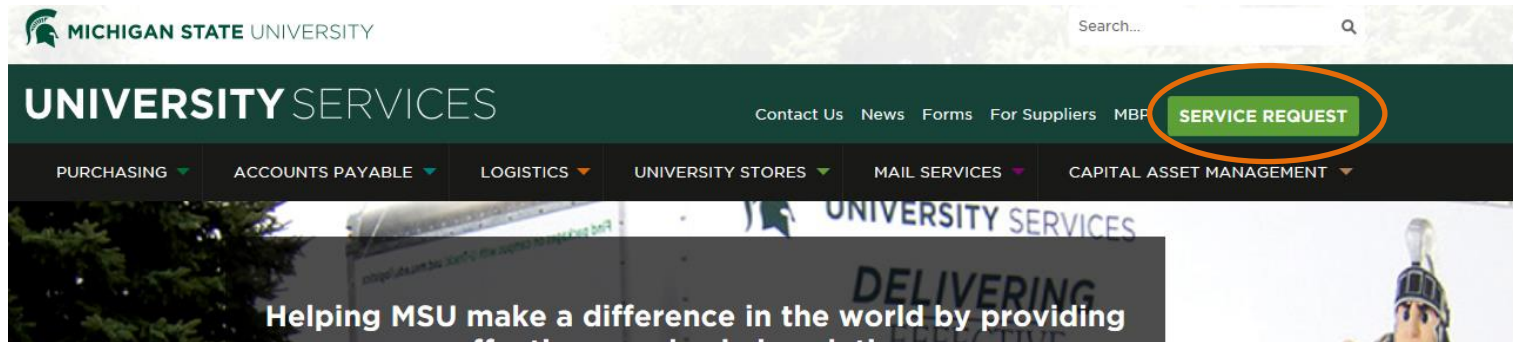
Parcels

- Delivering to another MSU address
- Sent off campus

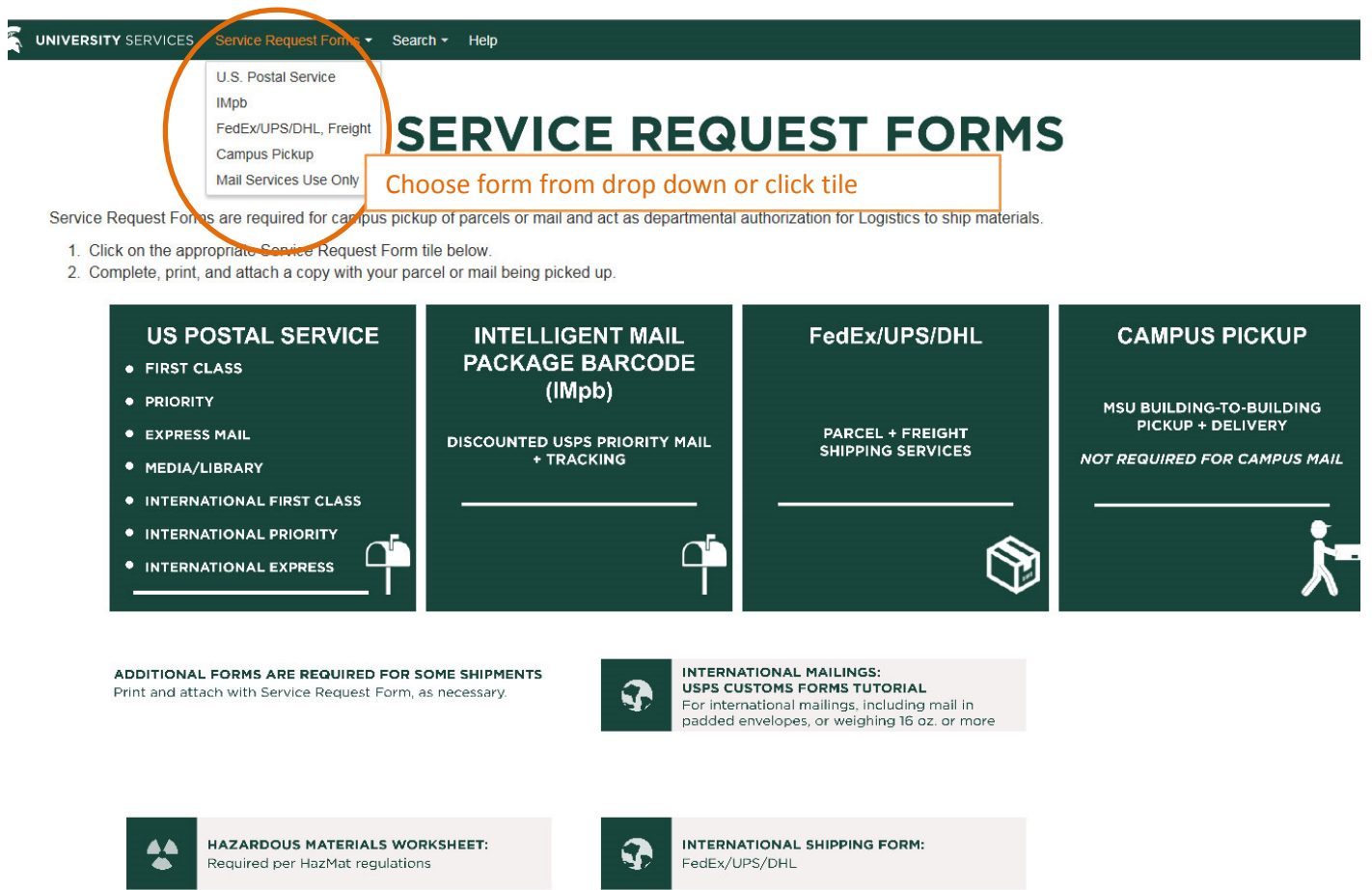
Mail

- U.S. Postal Service or international mail

Step 1: To locate the Service Request Form, go to usd.msu.edu and click on the Service Request button. An MSU NetID and password is required to access the form.



Step 2: From the Service Request Form home page, select the appropriate form type from the drop down or click on one of the green tiles. Search functionality, as well as links to tutorials, USPS Customs Forms, the International Shipping Form, and a Hazardous Materials Worksheet are also available.



Step 3: In this example, we are using the form for a U.S. Postal Service mail pickup. All Service Requests function the same, but have unique information that is specific to the type of request.

1. Using the drop down, select the type of mail being picked up. A description of each option is available.



How to Submit a Service Request Form

2. Complete **Sender Information**. Pre-populated fields may be changed.
3. Click **Save this information for future requests** to keep the information as the default.
4. Complete **Shipment Information**.
5. To save the form for future use, click **Save this form**.
6. Click **Submit**.

UNIVERSITY SERVICES Service Request Forms Search Help

U.S. Postal Service

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Save this form

1

Type*

First Class

- First Class: Letters, flats, parcels
- Priority: First Class over 13 oz., mail in padded envelopes
- Express Mail: Overnight only
- Media/Library: Bound books, library to library mailings
- International First Class: International letters, flats, parcels
- International Priority: International First Class over 13 oz., mail in padded envelopes
- International Express: International overnight

2

Sender Information

Name*	Account Number*
Sparty	XT100000
Building Name*	Sub-Account
UNIVERSITY SERVICES	-----
Room Number	Object
100	6555
Address*	Sub-Object
169 SERVICE RD	-----
Phone*	Project
+15178846190	-----
Department*	Org Ref ID
UNIVERSITY SERVICES	-----
Email*	<input type="checkbox"/> Save information for future requests
sparty@msu.edu	<div style="background-color: #f4a460; padding: 5px; border-radius: 3px; width: 20px; margin: 0 auto;">3</div>

4

Shipment Information

Weight*	Quantity
<input checked="" type="radio"/> Under 1 lb. <input type="radio"/> Between 1 - 10 lbs. <input type="radio"/> Between 11 - 50 lbs. <input type="radio"/> Over 50 lbs. <input type="checkbox"/> International	1
Special Instructions	

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Submit



How to Submit a Service Request Form

Step 4: Once the form is submitted to Logistics, a copy of the Service Request Form will open. Print and attach a copy to your parcel or mail and put it in your pickup location. Include the additional necessary forms for international mailings, exports, or hazardous materials.



Service Request - U.S. Postal Service - First Class



MSXT100006-----6555-----60000874

Sender Information	
Name:	Sparty
Building:	UNIVERSITY SERVICES
Room:	88
Address:	169 SERVICE RD
Phone:	+1517200
Department:	
Email:	

DO NOT COPY

Shipment Information	
Weight:	Under 1 lb.
Quantity:	1
Special Instructions:	




60000874

Entered by Sparty
at 7/14/2017 8:08:53 AM

Step 5: In a new window, a confirmation that the Service Request Form has been submitted will appear. From that page, the Service Request Form receipt may be downloaded, or the user can return to the form or go to the Service Request Form home page.

UNIVERSITY SERVICES Service Request Forms Search Tutorials



Your U.S. Postal Service Request Form has been successfully submitted.

[Download receipt](#)
[Return to request form](#)
[Go to home page](#)

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