

Postal Services Manifest

Department: _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Deliver to :

Building/Room Number: _____

Once this Manifest is complete, email it to **lupo@liberty.edu** for pickup. Postal Services will not pick up any item(s) without a Manifest. Postal Services will **ONLY** pick up the item(s) listed **ON** the Manifest. Please do not send project specific items prior to one month of them being used.

Print and Mailing only

Estimate/project #:

Quantity:

List of Items being moved:

Special Instructions: