



## How to Read University Mail Services Account Transaction Report

<b>Class of Mail</b> <small>(By Account Code listed on billing reports)</small>	<b>Description Class</b>
<b>600012</b>	<ul style="list-style-type: none"> <li>• Reprographic Services</li> </ul>
<b>635002</b>	<ul style="list-style-type: none"> <li>• First Class / Priority Mail</li> <li>• First Class Auto AADC (Presort Discount)</li> <li>• First Class Postcard</li> <li>• Global Priority</li> </ul>
<b>635012</b>	<ul style="list-style-type: none"> <li>• Media Mail</li> <li>• Parcel Post</li> <li>• Library Rate</li> </ul>
<b>635017</b>	<ul style="list-style-type: none"> <li>• Express Mail</li> </ul>
<b>635022</b>	<ul style="list-style-type: none"> <li>• International Express</li> <li>• International Air Mail Letter</li> <li>• International Airmail Parcel Post</li> <li>• International Mail</li> </ul>
<b>635027</b>	<ul style="list-style-type: none"> <li>• Auxiliary Services (Mail / Courier services)</li> <li>• Alternate Delivery Services</li> <li>• Fax Services</li> <li>• PO Box Rental</li> </ul>
<b>635032</b>	<ul style="list-style-type: none"> <li>• UPS, FedEx services</li> </ul>
<b>635037</b>	<ul style="list-style-type: none"> <li>• Business Reply Mail</li> <li>• Postage Due Mail</li> </ul>
<b>635042</b>	<ul style="list-style-type: none"> <li>• Non Profit / Bulk Mailing</li> </ul>