

# Form and Postal Utilities Ship Request

This is the form, it can be modified to match their existing one. It also keeps the history forever so they can search/look back.

## New Request

### Mail/Ship Request 🔍


<b>Recipient ID</b>	<input type="text"/>	<b>Request ID</b>	<input type="text" value="(New)"/>
<b>Attention 1</b>	<input type="text"/>	<b>Created</b>	<input type="text" value="1/31/2024 2:42:22 PM"/>
<b>Attention 2</b>	<input type="text"/>	<a href="#">+! New Request</a>	
<b>Address 1</b>	<input type="text"/>	<a href="#">📄 Page</a>	
<b>Address 2</b>	<input type="text"/>	<a href="#">📄 Label</a>	
<b>Zip 5</b>	<input type="text"/>	<b>Zip 4</b>	<input type="text"/>
<b>City</b>	<input type="text"/>	<a href="#">💾 Save</a>	
<b>State</b>	<input type="text"/>		
<b>Country</b>	<input type="text" value="US"/>		
<b>Email</b>	<input type="text"/>		
<b>Phone</b>	<input type="text"/>		
<b>Package Type</b>	<input type="text"/>		
<b>Product</b>	<input type="text"/>		
<b>Account</b>	<input type="text"/>	<input type="text"/>	
<b>Ship Item On</b>	<input type="text" value="1/31/2024"/>		
<b>Sender Name</b>	<input type="text"/>		
<b>Sender Email</b>	<input type="text"/>		
<b>Sender Phone</b>	<input type="text"/>		
<b>Notes</b>	<input type="text"/>		

Record: 41 of 41 | No Filter | Search

## Form and Postal Utilities Ship Request

Once they fill in the form and hit Save it can automatically preview or print the report.

Report modified specifically for the customer. It can also produce a label.

10/6/2022 12:54:31 PM	<b>REQUEST TO SEND</b>
Ship Item On:	<b>10/6/2022</b>
Sender:	<b>MAIL</b> <b>CUSTOMER SEATTLE, WA 98101</b>
Sender Instructions:	<b>Attach form to item &amp; forward to Mailing/Shipping area</b>
	
<b>RTS232</b>	
Account 1:	<b>0000 - Default</b>
Send To:	<b>STATE OF CONNECTICUT</b> <b>DEPARTMENT OF REVENUE SERVICES</b> <b>P.O. BOX 2967</b> <b>HARTFORD, CT 06104</b>
Class of Service:	<b>First Class Mail - Letter Certified Electronic Return Receipt</b>
Shipper Instructions:	<b>Scan barcode to setup MailOne, place item on scale and print certified form</b>
Notes:	

# Form and Postal Utilities Ship Request

## Mail/Ship Request

**Recipient ID** SCDRV **Request ID** 232

**Attention 1** STATE OF CONNECTICUT **Created** 10/6/2022 12:54:31 PM

**Attention 2** DEPARTMENT OF REVENUE SERVICES

**Address 1**

**Address 2** P.O. BOX 2967

**Zip 5** 06104 **Zip 4** 2967

**City** HARTFORD

**State** CT

**Country** US

**Email**

**Phone**

**Package Type**

**Product** First Class Mail - Letter Certified Electronic R

**Account** 0000 Default

**Ship Item On** 10/6/2022

**Sender Name**

**Sender Email**

**Sender Phone**

**Notes**

[New Request](#)

[Page](#)

[Label](#)

[Save](#)

Record: 2 of 40 No Filter Search

Search any field with the standard Windows Ctrl-F

Find

Find What:

Look In: Current field

Match: Whole Field

Search: All

Match Case  Search Fields As Formatted

Find Next

Cancel

Press Page and it previews or prints the standard report.

## Form and Postal Utilities Ship Request

Assign a Recipient ID to a customer's so it can auto fill any additional fields from previous entries.

The drop downs are all connected to their pertinent data.

Enter a zip and it auto fills city state.

Product list can be limited.

It can automatically fill the product and request id into MailOne.

The CRC syncs the request/scan # in a batch process (NOT continuous).

There is an icon on the desktop to import all new ship requests.

Takes a minute.

Form and Postal Utilities Ship Request

10/6/2022 12:54:31 PM

## REQUEST TO SEND

Ship Item On: **10/6/2022**

Sender: **MAIL**  
**CUSTOMER SEATTLE, WA 98101**

Sender Instructions: **Attach form to item & forward to Mailing/Shipping area**



**RTS232**

Account 1: **0000 - Default**

Send To: **STATE OF CONNECTICUT**  
**DEPARTMENT OF REVENUE SERVICES**  
**P.O. BOX 2967**  
**HARTFORD, CT 06104**

Class of Service: **First Class Mail - Letter Certified Electronic Return Receipt**

Shipper Instructions: **Scan barcode to setup MailOne, place item on scale and print certified form**

Notes:

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## Mail/Ship Request ⌵

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<b>State</b>	<input type="text"/>		
<b>Country</b>	<input type="text" value="US"/>		
<b>Email</b>	<input type="text"/>		
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<b>Ship Item On</b>	<input type="text" value="1/31/2024"/>		
<b>Sender Name</b>	<input type="text"/>		
<b>Sender Email</b>	<input type="text"/>		
<b>Sender Phone</b>	<input type="text"/>		
<b>Notes</b>	<input type="text"/>		

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The Recipient ID drop down keeps track of customers so it can auto fill any additional fields.

The drop downs are all connected to their pertinent data.

Enter a zip and it auto fills city state.

It can automatically fill the product and request id into MailOne.

The CRC syncs the request/scan # in a batch process (NOT continuous). There is an icon on the desktop to import all new ship requests. Takes a minute.