

**TEXAS**  **STATE**  
**PRINT & MAIL SERVICES**

**Intra-campus Mail**

*Cross out previous entry and use all spaces*

Name:	Name:	Name:	Name:
Dept.:	Dept.:	Dept.:	Dept.:
Building:	Building:	Building:	Building:
Room:	Room:	Room:	Room:
Name:	Name:	Name:	Name:
Dept.:	Dept.:	Dept.:	Dept.:
Building:	Building:	Building:	Building:
Room:	Room:	Room:	Room:
Name:	Name:	Name:	Name:
Dept.:	Dept.:	Dept.:	Dept.:
Building:	Building:	Building:	Building:
Room:	Room:	Room:	Room:
Name:	Name:	Name:	Name:
Dept.:	Dept.:	Dept.:	Dept.:
Building:	Building:	Building:	Building:
Room:	Room:	Room:	Room:

**Duplicate this form as needed**