

## **USPS Metered Mail Request Form**

Date:			Date:	
Dept.:			Contact Person and Extension:	
Contact Person and Extension:  Assigned Meter Code:				
	USPS First Class Mail Envelope			USPS First Class Mail Envelope
	Flat/ Parcel			Flat/ Parcel
	USPS Priority Mail Flat Rate Envelope			USPS Priority Mail Flat Rate Envelope
	Flat Rate Box			Flat Rate Box
	Regular			Regular
	USPS International Mail (Price varies by location)			USPS International Mail (Price varies by location)
	USPS Other Options (Please indicate mail class) Grand Total			USPS Other Options (Please indicate mail class) Grand Total
Special Instructions:			Special Instructions:	

Revised Jan 2011

Please call ext. 18200 with any questions.

\* Please refer to the Mailroom Rate & Guide Sheet available in the Mailroom for additional information.

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Contact Pe	erson and Extension:	
Assigned N	Meter Code:	
Quantity		Mailroom Use Only
	USPS First Class Mail Envelope	
	Flat/ Parcel	
	USPS Priority Mail Flat Rate Envelope	
	Flat Rate Box	
	Regular	
	USPS International Mail (Price varies by location)	
	USPS Other Options (Please indicate mail class) Grand Total	
Special Ins	structions:	
	Please call ext. 18200 with any question	<u> </u>

\* Please refer to the Mailroom Rate & Guide Sheet available in the Mailroom for additional information.