

USPS Metered Mail Request Form

Date: _____

Dept.: _____

Contact Person and Extension: _____

Assigned Meter Code: _____

Quantity	Mailroom Use Only
_____ USPS First Class Mail Envelope	_____
_____ Flat/ Parcel	_____
_____ USPS Priority Mail	_____
_____ <u>Flat Rate Envelope</u>	_____
_____ <u>Flat Rate Box</u>	_____
_____ Regular	_____
_____ USPS International Mail (Price varies by location)	_____
_____ USPS Other Options (Please indicate mail class)	_____
Grand Total	_____

Special Instructions: _____

If you have questions please call ext. 18200.
 * Please refer to the Mailroom Rate & Guide Sheet available in the Mailroom for additional information

Revised 7/17/07

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