

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:		

Please call ext. 18200 with any questions.

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

Revised Jan 2011

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