



Metered Mail Form Domestic Mail Only For USPS Mail Only

Mail Services • Station B Post Office

Date

Charge to Department

Requested By

PMB Box # or
Campus Zip

Dept. Phone

Number of pieces: _____

Center Number

Sub Ledger

Indicate below how mail should be processed:

- First Class Mail
- Priority Mail
- Media Mail
- USPS Express Mail
- Parcel Post
- Other

Special Services

- Certified
- Insured \$
- Delivery Confirmation
- with return receipt

Fold Here

INSTRUCTIONS

- This form is for **domestic USPS mail ONLY**. International mail must be accompanied by an International Mail Meter Form.
- Charges are posted nightly and can be viewed on eDog the next business day.
- All outgoing USPS Mail that needs postage should be kept separate from all other mail and bear a valid University return address.
- The mail should be stacked with the address facing the same direction; larger pieces on the bottom and smaller pieces on the top. In addition, postcards should be placed on top since our mail processing equipment does not differentiate between letter-size pieces and postcards.
- Any letter-size pieces that need to be machine sealed by our mail processing equipment should be stacked with the flaps up and nested together. Larger pieces of mail and over stuffed envelopes should already be sealed prior to being metered. Failure to properly seal this type of mail could result in the contents of the mailpiece being unsecured in the envelope.
- Your mail should be bundled together by a rubber band and have the appropriate metered mail form attached. Large quantities of mail that cannot be secured by a rubber band may be placed in a mail tub or mail tray with the charge slip placed on top in plain view. VU Mail Service strongly encourages mailers to rubber band their mail to be metered. This helps in making sure that only your mail is processed on your account and no other department's mail is accidentally mixed-in with your mail.
- Envelopes that have postage applied, or campus mail, that just need to be sealed can be bundled and sent over to Station B accompanied by this form. Please type Seal Only in the "other" field. There will be a charge of .02 for each envelope.