



# Mail Services Metered Mail Form

1. Select the services desired by checking the appropriate box(es). **If nothing is selected, Mail Services will meter the mail in the most efficient manner.**
2. If "Other" is selected, please type in what services are desired.
3. Print out this form and include it with your mailing. **This form MUST be completed before postage will be applied to any outbound mail.**

<input type="checkbox"/> First Class	First-Class mail will be dropped off at the Post Office at the end of every business day. Letters start at .47¢, large envelopes start at \$1.00, and packages start at \$3.50
<input type="checkbox"/> Presorted First Class	Presorted First-Class mail rates are cheaper. They are .408¢ for letters and .478¢ for large envelopes (additional cost per ounce). Handwritten letters cannot be sent Presort. <b>Please note that Presorted First Class Mail takes an extra 1-2 days to reach its destination.</b>
<input type="checkbox"/> Priority Mail	Any letter, large envelope, or package weighing over 13 oz must be sent Priority Mail. <b>The Post Office requires 1-3 days for delivery.</b> If you would like to send anything flat rate, you can request the packaging from us.
<input type="checkbox"/> International Air Mail	<b>The Post Office requires a <a href="#">Customs Form</a> for every package sent internationally</b> (letter mail does not need one). <b>Custom forms must be printed out and placed with package at the time of mail pick up.</b>
<input type="checkbox"/> Certified Mail - (Receipt <b>MUST</b> be attached)	Certified Mail provides tracking for lettered mail and requires the addressee's signature upon completion of delivery. The fee is \$3.45 plus postage.
<input type="checkbox"/> Return Receipt- (Completed and attached to article)	Return Receipt is evidence of delivery of <b>Certified Mail</b> . The Receipt will be mailed back to you once the certified letter has been delivered. A fee of \$2.75 is added to the Certified fee.
<input type="checkbox"/> Other Services:	

Number of Pieces: \_\_\_\_\_

Phone: \_\_\_\_\_

Requested by: \_\_\_\_\_

Org #: \_\_\_\_\_

Department Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_