

Mail Services Metered Mail Form

printandmail.gmu.edu
703-993-2691



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 explain what is needed.
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.**
4. This form applies to shipment of 5 pieces or more.
5. If flat rate packaging is needed, please contact **mailroom@gmu.edu**. For more information about flat rate shipping and rates, please see USPS.com.

<input type="checkbox"/> First Class	First Class mail will be picked up by the Post Office in the mornings. The rates vary depending on the envelope size, weight and destination.
<input type="checkbox"/> Ground Advantage	Ground Advantage is an affordable way to send packages inside the U.S. The rates vary depending on the package size, weight and destination. See USPS.com for more information.
<input type="checkbox"/> Priority Mail	For time sensitive mail, select Priority Mail. This includes tracking and delivery in 1-3 business days.
<input type="checkbox"/> International	The Post Office requires a Customs Form for every package sent internationally. 9x12 envelopes and smaller do not need a customs form. Please bring your package(s) to the counter in the Lower Level of The Hub. We will create the form for you.
<input type="checkbox"/> Media Mail	Media mail is a cost-effective way to send educational material. This service has restrictions on the type of media that can be shipped. Please see USPS.com for information on the restrictions.
<input type="checkbox"/> Certified Mail	Certified Mail provides tracking for lettered mail and requires the addressee's signature upon completion of delivery. An additional fee will apply. Please come to the counter to pick up the forms if needed.
<input type="checkbox"/> UPS	
<input type="checkbox"/> Other	

Please print clearly. BOTH Org and Fund number are required.

Number of Pieces: _____

Phone: _____

Requested by: _____

Org #: _____

MSN: _____

Fund #: _____

Signature: _____

Date: _____