

# Mail Services Metered Mail Form

[printandmail.gmu.edu](http://printandmail.gmu.edu)

703-993-2691



1. This form applies to shipments of five pieces or more.
2. Select the services desired by checking the appropriate box(es) in the table below. **If nothing is selected, Mail Services will meter the mail in the most efficient manner.**
3. If "Other" is selected, please explain what is needed.
4. After you complete this form, print it, sign it, and include it with your mailing.
5. **This form MUST be fully completed before postage will be applied to any outbound mail.**
6. **Both the Org and Fund numbers are required to ensure the accurate and timely completion of your request.**
7. If flat rate packaging is needed, please contact [mailroom@gmu.edu](mailto:mailroom@gmu.edu). For more information about flat rate shipping and rates, please see [USPS.com](http://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 <a href="http://USPS.com">USPS.com</a> 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 <a href="http://USPS.com">USPS.com</a> 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 complete all sections. **Reminder: both the Org and Fund numbers are required to avoid delays. Fund/Org look up information can be found here:** <https://patriotweb.gmu.edu/pls/prod/zwfkfilu.P> EnterCode.

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

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

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

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

*Starts with an M or a W plus five digits.  
Click on link above or contact your Department's Office Manager if you don't have this information.*

MSN: \_\_\_\_\_

Fund #: \_\_\_\_\_

*Should be six digits*

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

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