

Metered Mail Batch Cover Sheet

If you would like your mail to go out the same day, please bring it to the Mail Center before 2:00 pm to allow the staff ample time to meter the mail.

Minimum Requirements for Metered Mail:

- ✓ All mail must be accompanied by a batch cover sheet.
- ✓ For metering purposes there is a minimum of 10 pieces of domestic 1 oz mail
- ✓ *For less than 10 pieces, please pre-stamp the mail.* A book of 20 or roll of 100 stamps can be purchased from the Mail Center to be charged to your department.
- ✓ Mail over 1 oz or any international mail may be sent in for metering. *Always separate international from domestic mail. Otherwise your mail may be metered with the incorrect postage and returned to you by the USPS.*
- ✓ A #10 long business envelope and 5 sheets of typical office/copy paper together weigh just under 1 oz.- A sixth sheet of paper would put that over 1 oz. Paperclips should never be added to mail being sent as a letter

Please place one check mark at each line, and fill in all other fields.

- Meets the above qualifications to be processed in the mail meter.
- ___ All Domestic U.S. ___ All International **(Please do NOT combine!)**
- All mail pieces in this batch are identical in size AND weight.
- All mail pieces are oriented the same way and right side up.
- All flaps are down and not nested together.
- Department to be billed for metering: _____
- Account # to be billed for metering: _____
- Your name: _____
- Your phone extension: _____ Your email: _____

Please place this sheet around the batch of mail it applies to with a rubber band or on top of a bin. Please put a copy on the top of each bin (if there are multiple).

Thank you for enabling us to serve you better!