

**Special Metered Mail Request Form –(For Other Than First Class Use Only)**

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

Dept ID: \_\_\_\_\_ Proj/Grant \_\_\_\_\_

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

***I. Domestic***

- \_\_\_ Express Mail\*
- \_\_\_ Priority Mail
- \_\_\_ Certified\*
- \_\_\_ Media Rate
  - \_\_\_ Parcel Post
  - \_\_\_ Single Piece Media
  - \_\_\_ Library Media

***II. International***

- \_\_\_ Express Mail\*
- \_\_\_ 1<sup>st</sup> Class Airmail

\*Forms required, please contact Mail Services @ x73495 if you need forms

***III. UPS (United Parcel Service)***

- \_\_\_ Guaranteed Next Day Service\*\*
- \_\_\_ 2<sup>nd</sup> Day Service\*\*
- \_\_\_ 3<sup>rd</sup> Day Service\*\*
- \_\_\_ Regular Ground Service\*\*

\*\*Value to be insured, if any \$ \_\_\_\_\_

***IV. Stamps***

- \_\_\_ Domestic (rolls)

Telephone Extension \_\_\_\_\_ Authorized Signature \_\_\_\_\_