

Campus Mail Distribution Center  
Metering Slip

Req. # \_\_\_\_\_  
Cost \$ \_\_\_\_\_  
**For Office Use Only**

Department: \_\_\_\_\_ Tele Ext. \_\_\_\_\_

Account ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Mail Description: \_\_\_\_\_ Approximate pieces \_\_\_\_\_

Meter Attached Mail at the Following Rate:

_____ First Class	_____ Book Rate
_____ Third/Fourth Class	_____ Library Rate
_____ Other	_____ Bulk Rate

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

Please, Private Mail Cannot Be Charged



