

**METERED MAIL**

**METERED MAIL**

Department \_\_\_\_\_

Account Number \_\_\_\_\_

Department \_\_\_\_\_

Account Number \_\_\_\_\_

Phone Extension \_\_\_\_\_

Phone Extension \_\_\_\_\_

CLASS:

CLASS:

1st \_\_\_\_\_

1st \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

This form must be completed and affixed to each piece or bundle to be metered. Mail will not be metered without this completed form.

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