

Metered Mail

Please complete this form and submit it with the mail pieces to be processed.

Date to Meter: _____

Postage Account #: _____

Sender's Dept/Unit: _____

Sender: _____

Phone: _____

Name of Mailing (if applicable): _____

Bill to: (Dept, grant, etc.) _____

**K-State Research and Extension
Department of Communications**
Bookstore and Mail Center
24 Umberger Hall
Manhattan, KS 66506-3400

Total Number of Pieces: _____

 Express (Overnight to most domestic locations)
Trackable with USPS Tracking #: _____
 1st Class (Up to 11 oz.) **Priority** (Over 11 oz. / 2- 3-day delivery) **Certified** Return Receipt **Standard - 3rd & 4th Class**
(Over 16 oz.) **International Mail** **Bulk Mail** (200 pieces or more) **Media Mail** (Books, CDs, DVDs, videos:
may NOT contain invoices)**FOR OFFICE USE ONLY**

NO. OF PIECES	RATE	TOTAL
_____ X	_____ =	_____
_____ X	_____ =	_____
_____ X	_____ =	_____
_____ X	_____ =	_____

_____	-TOTAL-	\$ _____
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BY _____ DATE _____ TIME _____

LABELING

NO. OF PIECES	RATE PER 100	TOTAL
_____ X	_____ =	\$ _____

FedEx / UPS Shipping(One form per address. **All** fields required.)

DATE _____

FROM:

(DEPT./UNIT) _____

SENDER'S NAME _____

SENDER'S PHONE _____

TO:

BUSINESS NAME _____

ATTN _____

ADDRESS (Cannot ship to PO Box) _____

CITY, STATE, ZIP _____

RECIPIENT'S PHONE _____

CONTENTS OF PACKAGE(S) (Book, ear tag, DVD, etc.) _____

 BILL TO: (Dept., person, grant #, etc.) _____

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NO. PACKAGES TO THIS ADDRESS _____

DECLARED VALUE PER PACKAGE _____

(Insured up to \$100 per pkg at no extra charge)

PAYMENT (check one) Sender Cash Check # _____ Recipient 3rd Party (see below left) FedEx Acct # _____ Deliver without signature?**FedEx** **PRIORITY OVERNIGHT** (Next business AM) **STANDARD OVERNIGHT** (Next business PM)**UPS**Next Day AM PM2nd Day AM PM Other Ground

(not available to all locations)

FED EX TRACKING #

UPS TRACKING # PREFIX: 1Z4645XX
(USE PREFIX AND TRK# SHOWN ON ATTACHED LABEL)

DATE COMPLETED

COMPLETED BY