

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
and Agricultural Education**
Bookstore and Mail Center
24 Umberger Hall
Manhattan, KS 66506-3402

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)**Trackable with USPS Tracking #:** _____ **Certified** Return Receipt **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-	\$ _____
-------	---------	----------

BY _____ DATE _____ TIME _____

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
and Agricultural Education**
Bookstore and Mail Center
24 Umberger Hall
Manhattan, KS 66506-3402

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)**Trackable with USPS Tracking #:** _____ **Certified** Return Receipt **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-	\$ _____
-------	---------	----------

BY _____ DATE _____ TIME _____