

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 P I E C E S | R A T E | T O T A L |
|--------------------|---------|-----------|
| _____ X | _____ = | _____ |
| _____ X | _____ = | _____ |
| _____ X | _____ = | _____ |
| _____ X | _____ = | _____ |

_____ -TOTAL- \$ _____

BY _____ DATE _____ TIME _____

LABELING

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