

**Special Metered Mail Request Form –(For Other Than First Class Use Only)**

**Department Name:** \_\_\_\_\_

**Dept ID:** \_\_\_\_\_ **Proj/Grant** \_\_\_\_\_

**Date:** \_\_\_\_\_

***I. Domestic***

\_\_\_ Express Mail\*

\_\_\_ Priority Mail

\_\_\_ Certified\*

\_\_\_ Media Rate

\_\_\_ Parcel Post

\_\_\_ Single Piece Media

\_\_\_ Library Media

***II. International***

\_\_\_ Express Mail\*

\_\_\_ 1<sup>st</sup> Class Airmail

\*Forms required, please contact Mail Services @ x66671 if you need forms

***III. Stamps***

\_\_\_ Domestic (rolls)

Telephone Extension \_\_\_\_\_ Authorized Signature \_\_\_\_\_