

METERED MAIL AUTHORIZATION FORM

DATE: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_ MAIL ACCOUNT # \_\_\_\_\_

LIST OF MAIL ITEMS:

Regular Envelopes: \_\_\_\_\_

Postcards: \_\_\_\_\_

Oversized Envelopes: \_\_\_\_\_

Packages: \_\_\_\_\_

Other: \_\_\_\_\_

I AUTHORIZE THE ABOVE MAIL ITEMS TO BE METERED AND CHARGED TO THE ACCOUNT SHOWN ABOVE.

AUTHORIZED BY: \_\_\_\_\_

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