

# George Mason University - Mail Services Metered Mail Form

1. Select the services desired by checking the appropriate box(es).
2. Fill in the REQUIRED fields (denoted by an asterick (\*) ).
3. If "Other" services were selected, please type in what services are desired.
4. Include the form with your mailing; this form must be completed before postage will be applied to all outbound mail.

<b>Please indicate below the class of mail and services desired. If nothing is selected, Mail Services will meter the mail in the most economical manner.</b>	
<input type="checkbox"/> First Class / Presort	<input type="checkbox"/> USPS Overnight - Express Mail (Label MUST be attached)
<input type="checkbox"/> Standard A - Bulk Non-Profit (zip code order)	<input type="checkbox"/> Certified Mail - (Receipt MUST be attached to article)
<input type="checkbox"/> Priority Mail (2 Day Delivery NOT guaranteed)	<input type="checkbox"/> Return Receipt - (Completed and attached to article)
<input type="checkbox"/> Delivery Confirmation (Available for Priority Mail & Package Mail)	<input type="checkbox"/> Insured Mail - (Receipt MUST be attached: <b>Value</b> \$ <input style="width: 80px;" type="text"/> )
<input type="checkbox"/> International Air Mail	<input type="checkbox"/> International Surface Mail
<input type="checkbox"/> UPS - Ground	<input type="checkbox"/> UPS- Next day air <input type="checkbox"/> UPS Next Day air Saver
<input type="checkbox"/> UPS- 2 Day Air	<input type="checkbox"/> UPS – 3 Day Select
<input type="checkbox"/> Other Services: <input style="width: 200px;" type="text"/> # of Pieces <input style="width: 80px;" type="text"/>	

Any international parcel may require a customs form. Please contact Mail Services at (703) 993-2691 or (703) 993-2690 with any questions.

\*Requested By:

\*Phone Number:

\*Department Name:  \*Org #:

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

**Please Note: ALL mail will be returned to the department if the Org Code, signature, Phone number and Department name are not completed.**