

## POSTAGE METER USAGE

SCHOOL/DEPARTMENT \_\_\_\_\_

PERSON DOING MAILING \_\_\_\_\_

ACCOUNT CODE TO BE CHARGED \_\_\_\_\_

Please Complete

Item Metered	Number of Items	Cost per Item	Total
Postcard		\$.48	\$
Letter (Regular size & weight)		\$.60	\$
Letter (Over size or weight)		\$.60 + weight	\$
Large Envelope		\$1.26 + weight	\$
Package		\$4.75 (local zip) zip + weight = cost	\$
Bulk Mailing - Letter		\$.199	\$
Certified/Return Receipt		\$4.15 + 3.35 + weight of Envelope	\$
Other: (List)			\$

TOTAL COST \$ \_\_\_\_\_

**GIVE COMPLETED FORM TO SHELLY VARNEY**

Updated - 1/31/2023