

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		\$.44	\$
Letter (Regular size & weight)		\$.57	\$
Letter (Over size or weight)		\$.57 + weight	\$
Large Envelope		\$1.20 + weight	\$
Package		\$4.50 (local zip) zip + weight = cost	\$
Bulk Mailing - Letter		\$.197	\$
Certified/Return Receipt		\$4.00 + 3.25 + weight of Envelope	\$
Other: (List)			\$

TOTAL COST \$ _____

GIVE COMPLETED FORM TO SHELLY VARNEY