



Metered Mail Batch Cover Sheet

Metered mail is available for any mail EXCEPT domestic mail 1 oz. or less when your batch of mail is less than 10 letters.

Less than ten 1 oz. or under letters should use stamps. (A book of 20 or roll of 100 stamps can be requested from the post office to be delivered by inside mail to your department.)

A typical #10 long business envelope and 5 sheets of typical office/copy paper together weigh just under 1 oz. - A sixth sheet of paper would put that over 1 oz.

Mail over 1 oz. or any international mail may be sent in for metering, but needs a batch cover sheet for every group or item that is different according to the parameters below.

Please place one check mark at each line, and fill in all other fields.

_____ Meets the above qualifications to be processed in the mail meter.

_____ All Domestic U.S. _____ All International (Do not combine!)

_____ All mail pieces in this batch are identical size AND weight.

_____ All flaps are down and not nested together.

_____ All flaps are facing the same way.

_____ Department to be billed for metering _____

_____ Account # to be billed for metering _____

_____ Your name _____

_____ Your phone ext _____ Your e-mail _____

Please place this sheet around the batch of mail it applies to with a rubber band or on the top of a bin. Please put a copy on the top of each bin.

Thank you for enabling us to serve you better!