

USPS Domestic Mail Postage Charge Form

DATE		UPS Use Only # OF PIECES / METERED BY:	
DEPARTMENT			CONTACT NAME
EMAIL			PHONE NUMBER
# OF MAIL PIECES	DESCRIPTION OF MAILING		
DRIVING WORKTAG*			
MUST BE TYPED			
No SPACES NO DASHES			

FORM MUST CONTAIN BARCODE

*ENTER WORKDAY PROGRAM, PROJECT, GIFT, GRANT OR AGENCY DRIVING WORKTAG

REQUESTED SERVICES**FIRST CLASS MAIL***MAXIMUM WEIGHT IS 13 OUNCES, OVER 13 OUNCES, IS POSTED AS PRIORITY MAIL.***Non-Machinable Mail**MAILING SERVICES AND TYPES LISTED BELOW MAY REQUIRE SPECIAL FORMS AND MUST MEET USPS REQUIREMENTS. PLEASE INQUIRE AT lsu@mailsvc@lsu.edu OR 578-5114. FORMS ARE AVAILABLE THROUGH THE UPS STORE.**PRIORITY MAIL****CERTIFIED WITH RETURN RECEIPT****MEDIA MAIL****DELIVERY CONFIRMATION****-FORM REQUIRED****-SENDER'S EMAIL REQUIRED****PRIORITY MAIL EXPRESS****CERTIFICATE OF MAILING****LIBRARY MAIL****-FORM REQUIRED****-FORM REQUIRED****SPECIAL INSTRUCTIONS**

-THIS FORM IS TO BE USED FOR DOMESTIC MAIL ONLY. PLEASE KEEP INTERNATIONAL MAIL SEPARATE. - MAIL MUST BE BUNDLED TOGETHER BY A RUBBER BAND, LARGE QUANTITIES OF MAIL MAY BE PLACED IN A MAIL TUB OR TRAY, AND MUST HAVE THIS DOMESTIC POSTAGE CHARGE FORM SECURELY ATTACHED IN PLAIN VIEW.

- ALL OUTGOING USPS MAIL THAT REQUIRES POSTAGE MUST BEAR A VALID UNIVERSITY RETURN ADDRESS AND SHOULD BE SEPARATE FROM ALL OTHER MAIL.
- MAIL SHOULD BE STACKED WITH ADDRESSES FACING THE SAME DIRECTION; LARGER PIECES ON THE BOTTOM, SMALLER PIECES ON TOP.
- LARGE ENVELOPES AND OVER STUFFED ENVELOPES CANNOT BE MACHINE SEALED AND SHOULD BE MANUALLY SEALED BEFORE BEING PLACED IN OUTGOING MAIL.