

Auraria Higher Education Center

POSTAGE METERED MAIL CHARGE SLIP

This slip must accompany any items being mailed or shipped. Please do not use slip for prepaid or prestamped mail. **ALL** information requested below must be completed to process your item(s). Slips that are incomplete, inaccurate or reproduced **WILL NOT BE PROCESSED** and will be returned to user department. One slip can be used for a single item or bundle/box of the same class of mail. Charge disputes are limited to 45 days of billing.

Institution _____ **MAIL CODE NO** _____

Name of Sender _____ Ext. _____

Name of Department _____ Date _____

Check one or more items below as applicable:

1st Class/Priority
under 11/over 11 oz.

Express Mail
by Postal Svc.

Fedex _____
Specify

UPS _____
Specify

Standard Mail
3rd-single piece

Standard Mail
Library rate

Standard Mail
4th-book rate

Standard Mail
Non-profit/bulk-over 200 pieces

Foreign
International

Certified Mail
Accountable, traceable

Return Receipt
Date & signature

Insured/Value \$ _____
Declared amount of item

Total number of letter items _____ Total number of flat items _____