

Auraria Campus
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 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 _____ Phone _____

Name of Department _____ Date _____

Check one or more items below as applicable:

Date Processed _____
(Mailroom usage)

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

Express Mail
by Postal Svc.

Fedex _____
Specify (Ground/Express/Overnight)

Standard Mail
Library rate

Standard Mail

Insured/Value \$ _____
Declared amount of item

Foreign _____
International What does the package contain

Certified Mail
Accountable, traceable

Return Receipt
Date & Signature

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

PINK COPY IS FOR YOUR RECORDS