

# Metering Request

Department/ Customer Name \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus (*Circle One*): Busch   College Ave   Cook   Douglass   Livingston  
    Rutgers Newark   Rutgers Camden  
    RBHS- NB/ Pisc   RBHS- Newark   RBHS- Stratford

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Account Number (Same as Purchase Order Number ) \_\_\_\_\_

## Domestic Mail

- Express Mail (Requires USPS form)
- First Class
- Priority
- Other \_\_\_\_\_
- Media (Books, CD's, DVD's etc.)
- Library (for Library use only)
- Certified Mail (Requires USPS forms)
- Non Profit (Must call 848-932-4267 or 973-972-4060 prior to mailing)

## Foreign Mail

- Air Mail
- Global Priority
- Global Express
- Other (Please specify) \_\_\_\_\_

**International mail weighing over a pound requires completion of US Customs Form 2976R to be submitted with mail.**

## For Use by University Mail Services (UMS)

### Pick-Up/Delivery

Received by: _____		Date/Time: _____	
<u>Operational</u>	<u>Data</u>		
Operator: _____		Date/Time Comp: _____	
Quantity Processed: _____		Job Cost: _____	

## Mail Metering Instructions

Information - (848)-932-4267

Departments using Metering Services must complete one of these forms for each mail class; for example, a department using First Class mail would complete the entire left side of the card and check the *Domestic Mail, First Class* block on the right side of the card. University Mail Services (UMS) cannot process your request without completed instructions.

All mail should be separated -- Domestic, Foreign, Campus -- with your instructions indicated on separate Metering Cards attached to each type of mail. ***It is not necessary to mark your Campus mail, but it is necessary to separate it from mail that will be metered.***

### ***Mail Pick-Up / Delivery Instructions:***

Mail may be given to the carrier delivering your mail during normal morning and afternoon runs, or

You may deliver it to UMS (located at ASB II, 57 US Highway 1, Cook Campus).

All domestic mail processed by UMS is delivered to the USPS Kilmer General Mail Facility (GMF) on the same day it is picked up from your office or delivered to our processing center.

Any Express, Global Express or Global Priority mail must be presented to UMS with a separate Metering Request form per item, placing your materials in the appropriate USPS envelope and attaching the appropriate US Postal Service (USPS) form(s), completed per the stated instructions.

All foreign mail weighing over one-pound must be accompanied by completed US Customs forms. If you have any questions on this matter, please contact UMS at (848) 932-4267.

UMS can process Certified mail, provided completed U.S. Postal Service forms (Forms: PS-3800 and PS-3811) are submitted with the mail-piece. UMS **cannot** process Registered or Insured mail.