

## POSTAGE METER USAGE

SCHOOL/DEPARTMENT \_\_\_\_\_

PERSON DOING MAILING \_\_\_\_\_

ACCOUNT CODE TO BE CHARGED \_\_\_\_\_

Please Complete

Item Metered	Number of Items	Cost per Item	Total
Postcard		\$.56	\$
Letter (Regular size & weight)		\$.69	\$
Letter (Over size or weight)		\$.69 + weight	\$
Large Envelope		\$1.50 + weight	\$
Bulk Mailing - Letter		\$0.208	\$
Certified/Return Receipt		\$4.85 + 4.10 + weight of Envelope	\$
Other: (List)			\$

TOTAL COST \$ \_\_\_\_\_

**GIVE COMPLETED FORM TO SHELLY VARNEY**