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  ☐ Express Mail  ☐ Fedex Specification
under 11/over 11 oz. by Postal Svc. Specify

☐ Standard Mail  ☐ Standard Mail  ☐ Standard Mail
3rd-single piece Library rate 4th-book rate

☐ Foreign  ☐ Certified Mail  ☐ Return Receipt  ☐ Standard Mail
International Accountable, Non-profit/bulk—over 200 pieces
traceable

Total number of letter items ___________ Total number of flat items ___________

PINK COPY IS FOR YOUR RECORDS