Metering Request

Department/Customer Name

Contact Person

Work Authorized By

Description

Purchase Order Number/Blanket Release Number (for example, 4-xxx)

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Domestic Mail
- Expedited (Express)
- First Class
- Priority
- Standard-A, Commercial (3rd Class)
- Standard-A, NonProfit (3rd Class)
- Media (Books, CD’s, etc.
- Library (for Library use only)
- Other

Foreign Mail
*International mail weighing over a pound requires completion of US Customs Forms.*

- Expedited (Express Mail)
- Global Priority
- Surface Mail
- Global Express
- Air Mail
- Other (Please specify)

For Use by University Mail Services (UMS)

Pick-Up/Delivery

Received by: __________________________ Date/Time: __________________________

Operational Data

Operator: __________________________ Date/Time Comp: __________________________

Quantity Processed: ___________ Job Cost: __________________________
Mail Metering Instructions  
Information (848) 932-2143

- 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 the 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 57 U.S. Highway 1, New Brunswick, NJ 08901).

- 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) 932-2143.

- UMS may contract with a vendor to verify addresses and barcode metered mail. **This process will not delay delivery of your mail, but will ensure expedited and accurate delivery.** All stamped and/or handwritten addressed mail will be delivered directly to the USPS GMF, by-passing the contractor.

- 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.