



USPS Mail Service Request Form

517 N. 14th Street - Service Building 158
Telephone: (414)288-3066

FROM: Please clearly print name of sender. DEPT: Please clearly print Department name.

PHONE: If Mail Services has any questions? DATE: Todays Date of Mailing.

Account # Indicate Departmental account # to be billed for UMS applied postage.

USPS Class of Mailing: You must ONLY choose ONE of the FOLLOWING classes per Request Form. Identical CLASS pieces may be securely bundled utilizing a single form. Each Bundle - (* Even if only 1 piece*) - must have a completed form.

CHOOSE ONE

1st Class Letter: (3.3 ounces or less) - (Max size = 11.5" X 6") - (Max Thickness = 1/4")
Estimate Piece Count Use trays for Large runs
For this Request

or

1st Class Post Card Dimensions (max = 4-1/4" X 6") (min= 3-1/2" X 5")
Estimate Piece Count
For this Request

or

1st Class Flat Uniform large Envelopes under 15" X 12" X 3/4" Thick
Estimate Piece Count
For this Request

or

1st Class Parcel Packages weighing under 13 ounces
1 request form
per large package please

or

Priority Package Packages weighing over 13 ounces - or if time sensitive
1 request form
per package please

or

Library Rate Mail must be coming from or going to a library.
Estimate Piece Count
May use one mail bin / form

or

Media/Book Rate Books / Printed material - Media disks... Cd's
Estimate Piece Count
May use one mail bin / form

Other class of mailing (UPS, FedEx, International) does not utilize this form OR go to UMS for Postage



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