



LOUISIANA STATE UNIVERSITY

Finance & Administrative Services
Auxiliary Services

USPS Domestic Mail Postage Charge Form

DATE				UPS Use Only # OF PIECES / METERED BY:
DEPARTMENT		CONTACT NAME		
EMAIL		PHONE NUMBER		
# OF MAIL PIECES	DESCRIPTION OF MAILING			
DRIVING WORKTAG*				

Must be typed
No spaces
No dashes

Form must contain a bar-code _____

* ENTER WORKDAY PROGRAM, PROJECT, GIFT, GRANT OR AGENCY DRIVING WORKTAG

REQUESTED SERVICES

FIRST CLASS MAIL

MAXIMUM WEIGHT IS 13 OUNCES, OVER 13 OUNCES, IS POSTED AS PRIORITY MAIL.

Non-Machinable Mail

MAILING SERVICES AND TYPES LISTED BELOW MAY REQUIRE SPECIAL FORMS AND MUST MEET USPS REQUIREMENTS.

PLEASE INQUIRE AT lsumailingsvc@lsu.edu OR 578-5114. FORMS ARE AVAILABLE THROUGH THE UPS STORE.

PRIORITY MAIL

DELIVERY CONFIRMATION
-SENDER'S EMAIL REQUIRED

PRIORITY MAIL EXPRESS
-FORM REQUIRED

CERTIFIED WITH RETURN RECEIPT
-FORM REQUIRED

CERTIFICATE OF MAILING
-FORM REQUIRED

MEDIA MAIL

LIBRARY MAIL

SPECIAL INSTRUCTIONS

- THIS FORM IS TO BE USED FOR DOMESTIC MAIL ONLY. PLEASE KEEP INTERNATIONAL MAIL SEPARATE.
- MAIL MUST BE BUNDLED TOGETHER BY A RUBBER BAND, LARGE QUANTITIES OF MAIL MAY BE PLACED IN A MAIL TUB OR TRAY, AND MUST HAVE THIS DOMESTIC POSTAGE CHARGE FORM SECURELY ATTACHED IN PLAIN VIEW.
- ALL OUTGOING USPS MAIL THAT REQUIRES POSTAGE MUST BEAR A VALID UNIVERSITY RETURN ADDRESS AND SHOULD BE SEPARATE FROM ALL OTHER MAIL.
- MAIL SHOULD BE STACKED WITH ADDRESSES FACING THE SAME DIRECTION; LARGER PIECES ON THE BOTTOM, SMALLER PIECES ON TOP.
- LARGE ENVELOPES AND OVER STUFFED ENVELOPES CANNOT BE MACHINE SEALED AND SHOULD BE MANUALLY SEALED BEFORE BEING PLACED IN OUTGOING MAIL.