Guidelines for mail sent to be metered by Postal Services

-All mail to be metered needs a Mail Authorization Form. This can be found on the Postal Services Website. You do not need a form for each piece of mail, just total the types of mail in the rows. It is helpful to have a partially completed form containing the information that will not change and then you can fill in the daily amounts you send.

-We can seal letter mail, but not flats. Please see the attached picture of how to stack mail that needs to be sealed. If you seal your mail, please seal every piece.

-Please ensure all mail is facing the same direction and is oriented the same way in the stack.

-Please separate the international mail even if you only put the international on top of the stack.

-Some international mail requires a customs form. Please use this site to determine if you need a customs form. https://postcalc.usps.com/CustomsForm

-If your package is in USPS provided Priority Mail packaging it must be mailed with Priority Service. It can't be mailed First Class. Also be aware that any item weighing over 13 oz. must be shipped Priority.

-Please separate mail that does not require postage and mail that already has sufficient postage. You do not need a Mail Authorization for this mail.

-When possible please include your department and/or name in the return address. This is to help us get the mail back to you if USPS returns it for any reason.

-Failing to adhere to some of these guidelines may result in higher postal costs or delays in mail delivery.