

Be The Difference.

USPS Mail Service Request Form 517 N. 14th Street - Service Building 158

Telephone: (414)288-3066				
	rint name of sender.	Please clearly print Department name.		
FROM:	DEPT	il		
	has any questions?	Todays Date of Mailing.		
PHONE:	DATE	1		
Account #	Indicate Departmental account #	# to be billed for UMS applied postage.		
USPS Class of Mailing: ***CHOOSE ONE***	Identical CLASS pieces may be s	e FOLLOWING classes per Request Form. securly bundled utilizing a single form. siece*) - must have a completed form.		
1st Class Letter:	(3.3 ounces or less) - (Max Estimate Piece Count For this Request	size = 11.5" X 6'") - (Max Thickness = 1/4") Use treys for Large runs		
or	Division	4.4.(4)(V.C)(V.C)(V.C)(V.C)(V.C)(V.C)(V.C)(V.C		
1st Class Post Card	Estimate Piece Count For this Request	= 4-1/4" X 6") (min= 3-1/2" X 5")		
or				
1st Class Flat	Uniform large Enve Estimate Piece Count For this Request	elopes under 15" X 12" X 3/4" Thick		
or				
1st Class Parcel	Packages v 1 request form per large package please	weighing under 13 ounces		
or	Uneveges weigning			
Priority Package	1 request form per package please	over 13 ounces - or if time sensitive		
or				
<u>Library Rate</u>	Mail must be co Estimate Piece Count May use one mail bin / form	ming from or going to a library.		
or				
Media/Book Rate	Books / Printe Estimate Piece Count May use one mail bin / form	d material - Media disks Cd's		
Other class of mailing (UF	S. FedEx. International) does not ut	tilize this form OR go to UMS for Postage		



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1st Class Letter:	Estimate Piece Count	Use treys for	
	For this Request	Large runs	
or	Dimensions (r	max = 4-1/4" X 6") (min= 3-1/2" X 5")	
1st Class Post Card	Estimate Piece Count For this Request	1110A = 4-1/4	
or			
	Uniform large Envelopes under 15" X 12" X 3/4" Thick		
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