# USPS Domestic Mail Postage Charge Form

**DATE**: 4-12-2017

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTACT NAME</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business - Marketing</td>
<td>M. T. Tiger</td>
<td>8.8888</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMAIL</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:business@lsu.edu">business@lsu.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># OF MAIL PIECES</th>
<th>DESCRIPTION OF MAILING</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>notices to students</td>
</tr>
</tbody>
</table>

**DRIVING WORKTAG**

**PGXXXXXX**

**MUST BE TYPED**

**NO SPACES**  **NO DASHES**

**FORM MUST CONTAIN BARCODE**

* 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.**

**MAILING SERVICES AND TYPES** listed below may require special forms and must meet USPS requirements.

Please inquire at Isumailingsvc@lsu.edu or 578-2729. 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
- [ ] Media Mail
- [ ] Certificate of Mailing - Form Required
- [ ] 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.