



LOUISIANA STATE UNIVERSITY


Finance & Administrative Services  
Auxiliary Services

# USPS Domestic Mail Postage Charge Form

DATE 4-12-2017		CONTACT NAME M. T. Tiger		<b>UPS Use Only</b> # OF PIECES / METERED BY:
DEPARTMENT College of Business - Marketing		PHONE NUMBER 8.8888		
EMAIL business@lsu.edu		DESCRIPTION OF MAILING notices to students		
# OF MAIL PIECES 10	DRIVING WORKTAG* PGXXXXXX			

**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 [lsumailingsvc@lsu.edu](mailto:lsumailingsvc@lsu.edu) OR 578-2729. FORMS ARE AVAILABLE THROUGH THE UPS STORE.

**PRIORITY MAIL**

**CERTIFIED WITH RETURN RECEIPT**  
-FORM REQUIRED

**MEDIA MAIL**

**DELIVERY CONFIRMATION**  
-SENDER'S EMAIL REQUIRED

**PRIORITY MAIL EXPRESS**  
-FORM REQUIRED

**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.