Department of Plant and Soil Sciences Guide for University of Kentucky Postal Services

Domestic Meter Cards are necessary for <u>all</u> outgoing, off-campus mail.

For Normal Mailing Purposes (1-2 envelopes):

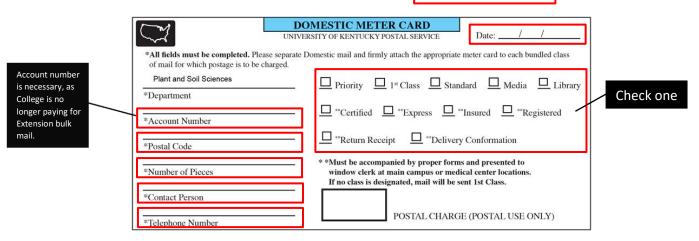
Required information

	MESTIC METER CARD SITY OF KENTUCKY POSTAL SERVICE Date: //	
*All fields must be completed. Please separate Domestic mail and firmly attach the appropriate meter card to each bundled class of mail for which postage is to be charged.		
Plant and Soil Sciences	☐ Priority ☐ 1st Class ☐ Standard ☐ Media ☐ Library	
*Department 1012501560 3084	☐ "Certified ☐ "Express ☐ "Insured ☐ "Registered	Check one
*Account Number 40546	□ "Return Receipt □ "Delivery Conformation	
*Postal Code	E Return Receipt Denvery Conformation	
*Number of Pieces	* *Must be accompanied by proper forms and presented to window clerk at main campus or medical center locations. If no class is designated, mail will be sent 1st Class.	
*Contact Person *Telephone Number	POSTAL CHARGE (POSTAL USE ONLY)	

Attach meter card to your envelope with a paperclip and place in Outgoing Mail bins in PSB 105/114 or AGN N-122/N-222

For Extension/Bulk mail:

Required information



Attach meter card to your envelope with a paperclip and place in Outgoing Mail bins in PSB 105/114 or AGN N-122/N-222

NOTE: Only one card is needed per batch of mail.

Drop-Off Locations (if same-day shipping is required):

- 1. 21A Whitehall Classroom Building must be received by 3:00 p.m. for mail postmarked that day
- 2. M63 Chandler Medical Center must be received by 2:30 p.m. for mail postmarked that day
- 3. 845 Angliana Ave. Distribution Center and Bulk Mail

Questions: UK Postal Services | 859-257-6358