

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

Domestic Meter Cards are necessary for all outgoing, off-campus mail.

For Normal Mailing Purposes (1-2 envelopes):

Required information

DOMESTIC METER CARD
UNIVERSITY 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

*Department
1012501560 3084

*Account Number
40546

*Postal Code

*Number of Pieces

*Contact Person

*Telephone Number

Priority 1st Class Standard Media Library

**Certified **Express **Insured **Registered

**Return Receipt **Delivery Conformation

**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.

POSTAL CHARGE (POSTAL USE ONLY)

Check one

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

Account number is necessary, as College is no longer paying for Extension bulk mail.

DOMESTIC METER CARD
UNIVERSITY 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.

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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