



Metered Mail Form International Mail Only

Mail Services • Station B Post Office

Date

Charge to Department

Requested By

PMB Box # or
Campus Zip

Dept. Phone

Number of pieces: _____

Center Number

Sub Ledger

Indicate below how mail should be processed:

USPS First Class Mail International

Other

USPS Express Mail International

USPS Priority Mail International

Fold Here

INSTRUCTIONS

- All mail being sent internationally should be accompanied by a completed International Metered Mail Form and must be kept separate from all other domestic mail.
- Charges are posted nightly and can be viewed on eDog the next business day.
- International mail that is not kept separate from mail traveling to U.S. destinations could result in having that mail be processed in the wrong classification and will most likely receive incorrect postage.
- **All international parcels should be accompanied by a completed and signed customs form (PS form 2976 or PS form 2976A).**

NEW! You can now fill-out Customs Forms online by clicking [here](#).

- When addressing your mail piece, the last line of the address should contain only the name of the destination country spelled in English, all capital letters with no abbreviation.