



METER CARD

Speed Type _____

Department _____

Phone _____

Date _____

Approved by _____

Number of Pieces _____

Articles containing hazardous material cannot be shipped via University Postal Services. For assistance in shipping hazardous materials, contact DEHS at 502-852-6670. For more info, see Postal web page louisville.edu/postal/off-campus-mail/mailling-hazardous-materials.

Mail charged to the speed type listed must be properly sorted and accompanied by a signed meter card.

Band in separate bundles:

- International mail with meter card
- Other US Mail with meter card
- Stamped mail without meter card
- Campus Mail must be sorted separately

Improperly prepared mail or mail with incomplete meter card may be returned to department.



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