

ACCOUNT NUMBER	DEPARTMENT
SIGNATURE	DATE

**PROCEDURES FOR PREPARING and MARKING OFFICIAL OUTGOING MAIL**  
*(This card must accompany each departmental mailing)*

- All domestic mail will be sent "FIRST CLASS." No marking necessary.
- Larger pieces of mail should be marked "FIRST CLASS" to expedite delivery.
- Foreign letter mail should be marked "AIR MAIL."
- Foreign printed matter should be marked "AIR MAIL PRINTED MATTER." (NO letters enclosed.)
- Domestic printed matter should be marked "THIRD CLASS." (If weight is over one pound then it should be marked "FOURTH CLASS.")
- Domestic books should be marked "SPECIAL FOURTH CLASS RATE" or "LIBRARY RATE."

PLEASE CALL EXT. 5225 FOR ADDITIONAL INFORMATION.

Total no. of pieces: \_\_\_\_\_  
 Actual piece count: \_\_\_\_\_  
 Total cost: \_\_\_\_\_ Meter Clerk signature \_\_\_\_\_

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