### USPS Mail Service Request Form

**517 N. 14th Street - Service Building 158**  
Telephone: (414)288-3066

**FROM:**  
**DEPT:**  
**PHONE:**

**DATE:**  
**DEPT:**  
**PHONE:**

Please clearly print name of sender.  
Please clearly print Department name.

<table>
<thead>
<tr>
<th>Account #</th>
<th>Indicate Departmental account # to be billed for UMS applied postage.</th>
</tr>
</thead>
</table>

**USPS Class of Mailing:**  
You must ONLY choose ONE of the FOLLOWING classes per Request Form.  
Identical CLASS pieces may be securely bundled utilizing a single form.  
Each Bundle - (" Even if only 1 piece") - must have a completed form.

**1st Class Letter:**  
(3.3 ounces or less) - (Max size = 11.5" X 6") - (Max thickness = 1/4")  
Estimate Piece Count  
For this Request  
Use treys for Large runs

**1st Class Post Card**  
Estimate Piece Count  
For this Request

**1st Class Flat**  
Uniform large Envelopes under 15" X 12" X 3/4" Thick  
Estimate Piece Count  
For this Request

**1st Class Parcel**  
Packages weighing under 13 ounces  
1 request form per large package please

**Priority Package**  
1 request form per package please

**Library Rate**  
Mail must be coming from or going to a library.  
Estimate Piece Count  
May use one mail bin / form

**Media/Book Rate**  
Books / Printed material - Media disks...Cd's  
Estimate Piece Count  
May use one mail bin / form

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Other class of mailing (UPS, FedEx, International) does not utilize this form OR go to UMS for Postage