



# OPERATIONS

TEXAS TECH

Administration & Finance

## MailTech Charge Slip For USPS Mail Only

Date

Department

Mailed By

MailStop

Dept. Phone

FUND

ORGN

PROG

BANNER FOP

### Indicate below how mail should be processed:

☐ First Class Mail

☐ Media Mail

☐ Library Mail

☐ Priority Mail

☐ USPS Express Mail

☐ Other

### Special Services

☐ Certified

☐ Insured

\$

☐ With return receipt

☐ Registered Mail

☐ Signature Confirmation

☐ USPS Tracking (Delivery Confirmation)

Fold Here

## INSTRUCTIONS

- All outgoing USPS Mail that needs postage should be kept separate from all other mail and bear a valid University return address.
- The mail should be stacked with the address facing the same direction; larger pieces on the bottom and smaller pieces on the top. In addition, postcards should be placed on top since our mail processing equipment does not differentiate between letter-size pieces and postcards.
- Any letter-size pieces that need to be machine sealed by our mail processing equipment should be stacked with the flaps up and nested together. Larger pieces of mail and over stuffed envelopes should already be sealed prior to being metered. Failure to properly seal this type of mail could result in the contents of the mailpiece being unsecured in the envelope.
- Your mail should be bundled together by a rubberband and have the MailTech charge slip attached. Large quantities of mail that cannot be secured by a rubberband may be placed in a MailTech mail tub or mail tray with the charge slip placed on top in plain view. MailTech strongly encourages mailers to rubberband their mail to be metered. This helps in making sure that only **your** mail is processed on **your** account and no other department's mail is accidentally mixed-in with your mail.
- Please keep campus mail and USPS mail separate.
- Print this document.