

State Mail Services (SMS) Metered Mail Card

(attach to each bundle of outgoing mail)

Mail Stop Code:				-			<i>A five digit number assigned by SMS.</i>
Agency Budget or Cost Code:							<i>Internal tracking numbers agencies have submitted to SMS.</i>

If Agency Budget or Cost Code is blank the postage will be charged to the agency's default account. Mail will not be accepted without a complete Mail Stop Code.

Sender's Name: _____ Number of Mail Pieces: _____

If nothing is checked, SMS will meter the mail in the most economical manner. See the SMS Mail Services Guide for descriptions of each service.	
<input type="checkbox"/>	First Class
<input type="checkbox"/>	Priority Mail
<input type="checkbox"/>	Standard Bulk Mail (Must meet USPS standards)
<input type="checkbox"/>	Overnight Mail (Must use proper label or envelope)
<input type="checkbox"/>	International Mail (Must use proper envelope)

Date:

Phone:

<input type="checkbox"/>	Certified Mail (USPS Form 3800)
<input type="checkbox"/>	Delivery Confirmation Mail (USPS Form 152)
<input type="checkbox"/>	Signature Confirmation Mail (USPS Form 153)
<input type="checkbox"/>	Return Receipt (USPS Form 3811)
<input type="checkbox"/>	Insured Mail (USPS Form 3813-P)
Value of Contents: \$	

Please contact SMS if you have any questions:

(804) 236-3592 • www.dgs.virginia.gov/SMS • StateMail@dgs.virginia.gov

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