

# Mail Metering

## Expedite your Request for Mailing with a Metering Slip

Fill in the required information and save the PDF to your computer. Next time, it's filled out and ready for the current date and number of mail pieces.

**Publishing & Distribution** 503-373-1748

**Request for Mailing** Date: \_\_\_\_\_

(required information)

Agency Name: **Agency Name Here**

Contact Name: **Name Here** Contact Number **Phone Number**

Agency Number: ( must be 6 digits) **100000**

(optional information)

Sub-number \_\_\_\_\_

\_\_\_\_\_ Certified \_\_\_\_\_ Priority \_\_\_\_\_ Letters \_\_\_\_\_ Flats

Agency Name  
Contact Number

Contact Name

Agency Number

# Thank you!

Questions? 503-373-1748



Publishing & Distribution  
DEPARTMENT OF ADMINISTRATIVE SERVICES