



APPLICATION FOR METERING SERVICES

Application Date: ___ / ___ / _____ (MM/DD/YYYY)
 Name of Department: _____
 Campus Address: _____
 Billing Zone: _____ (Last digit on your UBC postal code)
 Departmental Contact: _____
 Phone Number: _____
 E-Mail: _____

Select all that apply: We will select the lowest cost shipment from the following carriers:
 We will be using this for: (If you wish us to use a specific carrier, please indicate this on the parcel.)

| | | |
|---------------|-----------|-------------|
| Canadian | UPS | DHL |
| US | FedEx | Canada Post |
| International | Purolator | |

Billing Information

| | | | | |
|-------------|------|---------|---------|---------------|
| Speed Chart | Fund | Dept ID | Program | Project Grant |
|-------------|------|---------|---------|---------------|

Signature Authorizing Account Setup:

Name of Signatory: _____

(Person signing for authorization MUST have FMS signing authority for the speed chart to be billed)

Please submit your completed form to Campus Mailing Services at campus.mail@ubc.ca.

Notes on Mail Metering Usage:

- 1) Mail must be sorted into Canadian, US, and International mail and bundled separately. Any mail not sorted properly may be delayed or sent back to departments for re-sorting.
- 2) Each mail bundle must be labeled with your speed chart to be charged.
- 3) Any mail or parcels being sent to the US or internationally must have a description of the content, value, and reason for export. This is required for customs declaration purposes.
- 4) If you have any mail with special handling requirements, such as registered mail, please bundle it separately from your other mail and inform the driver picking it up.
- 5) Metering charges will be posted once each month to your FMS ledgers. Charges go to account code 641000 (Postage).
- 6) Monthly charges can be viewed online at www.campusmail.ubc.ca under "Mailing Services Viewer".
- 7) Should you have any inquiries, or if you'd like to request any changes to your account, please call our Mail Processing Coordinator at 604-822-6046 or email us at campus.mail@ubc.ca.

For Office Use Only:

CB: ___ BM: ___ AS: ___ SC Code: _____ Sig. _____