UWF Postal Charge Memo

A sample UWF Postal Charge Memo is shown below. A **master** memo pre-barcoded with your BANNER Index number is available from UWF Postal Services via [MyUWF > Postal Services Forms](#) app. This master can be copied and used with mail you submit to UWF Postal Services for processing. Non-barcoded memos are available from Postal Services if needed.

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**UWF POSTAL CHARGE MEMO**

*Separate into Domestic, Foreign and Bulk Mail*

INDEX CODE NUMBER: 123456  DATE:_____________

INDEX NAME: GENERIC STUDIES  DEPT NAME: GENERICS

AUTHORIZED SIGNATURE ____________________________________________

PRINTED NAME _________________________________________________

**Check Class Desired:**

EXPRESS ___________

PRIORITY ___________

FIRST CLASS _______

STANDARD BULK - NONPROFIT _______________________

STANDARD BULK - REGULAR _____________________________

PACKAGE SERVICES - STANDARD POST ______________________

MEDIA MAIL ____________ LIBRARY MAIL ___________

BOUND PRINTED MATTER ___________

INTERNATIONAL: AIR___________ ECONOMY ___________

**Check Service Desired (Complete required forms):**

CERTIFIED __________ RETURN RECEIPT __________

REGISTERED _______ INSURED ______

USPS TRACKING ____ SIGNATURE CONFIRMATION ________

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For PS use only - TOTAL: #__________ $__________

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**Complete:**

- **Date** – Print date submitted clearly.
- **Authorized Signature** – Person responsible & authorized to submit mailing must sign authorizing UWF Postal Services to process and apply postage to the mail and to chargeback the account indicated on the memo.
- **Printed Name** – Print name of signee **clearly**.
- **Check Class Desired** – Select the class of mail to be processed, which will determine how the mail will be handled and amount of postage.
- **Check Service Required** – Indicate any special services needed. Prepare and submit the proper forms with the mailing.