QUARTERLY POSTAGE MAIL REPORT
RECORD OF ACCOUNTABLE METERED MAIL REPORT

DATE PREPARED

PREPARED BY (Internal Regional Mail Manager)

MAILING ADDRESS OF PREPARER

REPORTING QUARTER

REGION

METERED MAIL

COST CODE	SERVICES/STAFF OFFICES OFFICE SYMBOL	METER SERIAL NUMBER	POSTAGE PURCHASED ($)	TOTAL PIECES OF MAIL	CONTACT NAME MAILING ADDRESS TELEPHONE NUMBER	NAME OF METER VENDOR
		TOTAL				