Mail Services

**Beginning July 1, 2014**
A new and convenient way for departments to send outgoing metered mail with Mail Services!

The new Online Meter Request Form offers benefits and features such as:

- **CAS login**
  Logging in with your Princeton NetID and password pre-populates the form with your contact information, home department, and date.

- **Store multiple Princeton Prime chartstrings**
  Frequently used chartstrings may be stored in your profile and conveniently accessed via drop-down menu.

- **Instant chartstring validation**
  The system automatically checks to ensure that a valid chartstring has been entered. An alert will appear if the chartstring is invalid.

- **Batch printing**
  Complete and print up to three forms at a time and easily switch between domestic and international mail requests.

- **Faster request processing**
  Chartstrings are converted into printed barcodes that Mail Services can scan to accurately process requests quickly and efficiently.

**START USING THE NEW ONLINE METER REQUEST FORM TOOL**