



State of Delaware
Government Support Services
Messenger Services



Request Form For
State Agency Postage Equipment / Meter
Internal Purchasing

Requesting agency is required to ensure equipment purchase interfaces with Messenger Service Business Manager Accounting Systems. Vendor pricing and interfacing capabilities are to be confirmed by requesting agency.

Date: _____
State Agency: _____ Dept-Div-Sect: _____
Contact Person: _____ Telephone #: _____
Requested By: _____ Title: _____

Please list the name of the equipment that is to be purchased or upgraded:

Equipment / Meter and Model #	Lease	Purchase	Annual Equipment Cost	Annual Maintenance Cost
			\$	\$
			\$	\$
			\$	\$

Average number of piece(s) you currently meter daily: _____
For new request, how many piece(s) will you be metering: _____
Total dollars of postage spent daily: \$ _____
Total dollars of postage spent monthly: \$ _____
Is there an increase of dollars and pieces listed above that are a result of mass mailings: _____

Special Mail Handling Requirements

Does your agency have any? Yes: ☐ No: ☐
If yes, please specify and explain in detail:

Reason(s) for the Request

Please Forward Completed Form To:

Dustin Yerkes
Government Support Services
Messenger Services
100 Enterprise Place, Suite 4
Dover, DE 19904
SLC: D100
Phone: (302) 857-4500 Fax: (302) 739-3697

Approved: _____ Denied: _____
Date: _____
Signature: _____