

New metered mail customer account form

Facilities & Services, University of Toronto

This document authorizes charges to your FIS accounts for goods and services requested by you from Facilities & Services.

Charges incurred on this account will be billed by debit memo to include postage, the metering surcharge, and other possible charges for services.

Customer information

Department:

Contact:

Building:

Address:

Phone number:

Email:

Accounting information

Accounting name/description:

GL account number:

Cost centre or internal order:

Fund centre:

Fund:

Authorized approval

Name of authorized person:

Title:

Signature:

Email the completed form to campus.mail@utoronto.ca or send to Mail Services, 563 Spadina Ave.