

# **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](mailto:campus.mail@utoronto.ca) or send to Mail Services, 563 Spadina Ave.