Regular letters to be metered must be bundled in groups of 50 or more. (Packages and bulky, heavy, or oversize letters and envelopes can be sent individually.) For smaller groups of letters, stamps should be used. However, if stamp security is a concern, a meter mail token is available and can be substituted (see below).

Three possible methods of dispatching letters are available:

1. Use of stamps for groups of less than 50 letters;
2. Bundle letters together to total 50 or more pieces, with a meter slip attached;
3. Use of meter mail tokens as described below.

These various alternatives are diagrammed at right.

**METER MAIL TOKENS**

Sheets of 120 self-adhesive meter mail tokens may be purchased from the Copy Center under MC 0200. These are designed for departments which have security concerns about maintaining stamp stock; unlike postage stamps, these items have no value anywhere except at Station 17. The cost for each token is the same as one first-class stamp.

One of these, placed on the bottom center of the reverse side of a regular-size letter, will be accepted as evidence of meter fee payment. These are not valid for use on packages or other oversize items. Only one may be used per letter; items having special postage requirements (heavy, oversize, etc.) may be processed with a meter slip.

Letters bearing this token should be routed as other meter mail, i.e., placed in Post Office meter mail slot or left with other meter items for carrier pickup.