



Mailing Tip of the Month

SAC STATE MAIL SERVICES

April 2009

New Postal Pricing takes effect on May 11th. Please go to the link below to view these changes. New Move Update requirements take effect on the same date. The most significant change has to do with mass mailings. All mailing lists must be certified within 95 days of the mailing.

It is crucial that mailing lists using the campus permit be sent to Mail Services for certification within that time period for certification. Allow time to review error lists and make changes. 7 - 10 working days before your mail date is the minimum time required to certify, review errors and repair data on your mailing list.

March 2009

New address placement and formatting requirements adopted by the Postal Service[®] for Periodicals, Standard Mail[®], Bound Printed Matter, Media Mail[®], and Library Mail flat-size pieces sent at automation, presorted, or carrier route prices go into effect on March 29, 2009. For more information please click here:

[Flats Addressing Requirements](#)

February 2009

Outgoing Express and Priority Mail for the Post Office as well as shipments going out through UPS need to be to the Mail Center no later than 3PM in order to go out the same day.

January 2009

ADDRESSING INCOMING MAIL: In order to insure you receive your incoming mail as quickly as possible it is essential that the + 4 zip extension reflecting your mail stop be incorporated into the address. EXAMPLE:

Sacramento, CA 95819-6113

(in this case Mail Services' mail stop)

If it is difficult or impossible to get your correspondents to put your 4-digit mail stop as an extension to the zip code, then it may be incorporated in the address above the street address.

EXAMPLE:

*Mail Services
Mail Stop (or MS) 6113
6000 J Street
Sacramento, CA 95819*

Please use one of these formats when informing your correspondents of your return address in all cases.

December 2008

Mass mailings consist of 500+ pieces of First Class and 200+ pieces of Standard or Non-Profit mail.

Mail Services can certify your list, address your piece, tray, bag, band your job and deliver to the post office with the proper documentation.

Under the new postal regulations, certifying your list is even more important to avoid delays or rejection by the post office.

November 2008

Holiday Mail: The holiday season is quickly approaching. Mail volumes will start increasing the week before Thanksgiving. Packages and letters should be mailed early to assure sufficient time for arrival by a given date.

For those mailing to service personnel overseas, please go to the following link for deadlines and mailing choices:

www.usps.com/mailpro/2008/septoct/page9.htm

October 2008

Mail that contains binder clips, paper clips, heavy staples and other foreign objects can slow down delivery from the Post Office and will most likely incur additional charges from the USPS that Mail Services will have to pass on to the department.

To avoid these situations, it is highly recommended that whenever possible, please eliminate these objects from your mail pieces. If it is absolutely necessary to include these objects in a mail piece, please bundle these pieces together so that they can be handled separately.

September 2008

Use only manila colored envelopes when sending mail to campus mail stops. White envelopes go off-campus, manila envelopes stay on-campus. This approach will expedite sorting and speed your mail on its way to the intended recipient.

August 2008

When mailing 20-50 letters using the same account code, you can bundle them together with a rubber band and attach a piece of paper to the bundle indicating the speedtype (account code) for meter.