

2. U.S. POSTAL SERVICE MAIL

(This guide is an overview only. For specific mailings, consult the U.S. Postal Service online guide at www.usps.com or contact the University Mail Services Center @ x86783)

A. ADDRESSING FOR SUCCESS

Mail with the correct address and zip code saves time and money.

Improperly addressed U.S. Mail is diverted for manual handling which is much slower and could be more costly.

The following is an outline of a well-addressed envelope that will ensure proper delivery.

1. Capitalize each letter in the address area and eliminate all punctuation. Use the common address abbreviations and two-letter state codes. (See Page 9)
2. Single space the address block. Put one or two spaces between the character groups and at least two (but not more than five) spaces between the two-letter State code and the ZIP code.
3. City, State abbreviations and ZIP code must be the last line of the address. Never include an "attention" line or other entries after the ZIP code.
4. **Foreign Addresses** - Foreign mailings should have the country name, printed in capital letters, as the only information on the bottom line. The postal delivery zone, if any, should also be included.

Example: MR THOMAS CLARK
117 RUSSELL DRIVE
LONDON W1P6HQ
ENGLAND

5. When using window envelopes, the address (and postal barcode if used) must be the only thing visible. Make sure the paper fits the envelope to prevent the address from shifting out of the window area. Try to keep ¼" clearance between the address and the window edge. Normal window placement is ½" from the bottom and 7/8" from the left. Window size is 1 1/8" x 4 1/2".

6. When addressing envelopes larger than regular letter-size envelopes (postal nomenclature: "flats", taller than 6 1/8"), always place the address lengthwise in the center of the envelope. It is always better to type or print the address on the envelope instead of using labels, as they have a tendency to peel or tear off. Never attach or tape a letter envelope on the outside of a flat or package.

B. SORTING OUT THE MAIL SORTING PROCESS

For a better understanding of how your outgoing mail is sorted by the U.S. Postal Service, let's take a step-by-step look at the sorting process:

How the Optical Character Reader (OCR) Works:

1. All mail passes by a computer scanner, reading the delivery address.
2. The OCR's printer then sprays on a bar code, representing the Zip-4 code for that delivery address.
3. Next the mail piece moves on to the OCR's sorting delivery channels.
4. The bar coded mail piece is then fed to bar code sorters, separating mail right down to the sub-station and the letter carrier.

NOTE: If your mail piece is too large or too small, it cannot be processed by the Optical Character Reader (OCR) or the Bar Code Sorter (BCS). As a result, your mail may be subject to a surcharge.

C. U.S. POSTAL SERVICE SIZE STANDARDS

Post Cards:

Maximum Size: 6" x 4¼"

Minimum Size: 5" x 3½"

Minimum Thickness: .007

Letters:

Maximum Size: 11½" x 6 1/8"

Minimum Size: 5" x 3½"

Maximum Thickness: ¼"

Minimum Thickness: .007"

Flats (larger than letter size):

Maximum Size: 12" x 15"

Maximum Thickness: 3/4"

All postcards, letters and flats not standard in size, will be charged a surcharge of 10¢ each, in addition to normal postage charges.

Priority and Parcel Post:

Maximum Size:

108" in length and
girth combined

Maximum Weight:

70 lbs.

D. FIRST CLASS MAIL

Mail not exceeding 13 oz. may go First Class. It may not be opened for postal inspection and is the fastest transportation service available (other than special delivery and Express Mail).

E. PRIORITY MAIL

Priority mail is First Class mail weighing more than 13 ounces and, at the mailer's option, any other mail matter (including regular First Class mail) weighing 13 ounces or less. Postal rates for Priority Mail are determined by weight and destination.

F. STANDARD MAIL (Bulk Mail)

The campus Mail Service Center maintains a Standard Mailing Permit. Sending out printed material by Standard Mail can be very economical. The sending department must meet the following requirements before a Standard Mailing is delivered to the Mail Service Center:

1. Plan ahead and pre-schedule your Standard Mailing with the campus Mail Service Center prior to printing for specifications on Standard Mail requirements. Call x86783 for information.
2. Material must be printed or duplicated only. (No originals or personalized material can be included.)
3. Pieces included in a Standard Mailing must be identical in size, weight, and number of enclosures.
4. Each Standard Mailing must include a minimum of 200 pieces **or** 50 pounds of weight.
5. Each mailing piece must have an individual address with a complete zip code.
6. Foreign countries cannot be included in the Standard Mailing.

H. PARCEL POST MAIL

Fourth Class mail is Third Class mail weighing more than 16 ounces and less than 70 lbs. To determine rates, the zip code and the weight are required. Parcels should be marked "Parcel Post" or "PP."

I. Bound Printed Matter (BPM)

Bound Printed Matter (BPM) is matter (typically catalogs, directories, books, and other printed material) that weighs up to 15 lbs. and meets specific eligibility standards as follows. It

consists of advertising, promotional, directory or editorial material (or any combination of these). Is securely bound by permanent fastening. Consists of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures or images (or any combination of these). Does not have the nature of personal correspondence. Is not stationary (e.g., pads of blank printed forms).

J. EXPRESS MAIL SERVICE

Express Mail (next day service) provides overnight delivery of letters and packages. To use Express Mail, the letters and packages must be received by the Mail Service Center, properly prepared, by 3:00 P.M. This service comes with a postage refund provision and shipments are insured against loss or damage at no additional cost.

Express Mail envelopes are provided by the campus Mail Service Center. Express Mail is not delivered to all ZIP codes (check with the campus Mail Service Center to make sure you are sending your correspondence to an area where this service is available).

Express Mail should not be used on Friday or the day before a holiday unless you are very certain someone will be available the next day to receive the Express Mail.

K. MEDIA MAIL

Specific items such as books (at least eight pages), film (16mm or narrower), printed music, printed test material, video and sound recordings, play scripts, printed educational charts loose-leaf pages and binders consisting of medical information, and computer-readable media. . Material must be labeled "Media Mail."

L. INTERNATIONAL AIR MAIL

International Air Mail may not exceed four (4) pounds and requires no customs declarations. Postage charges increase for each ½ ounce. (See Page 3, Foreign Addressing)

M. INTERNATIONAL AIR PARCEL POST

Each country has different prohibitions, restrictions and weight limits, and requires one or more customs forms. Call the Mail Service Center at x6783 for information.

N. INTERNATIONAL SURFACE MAIL

Same as Air Parcel Post; requires longer delivery time, but is less costly.

O. INTERNATIONAL EXPRESS MAIL

International Express Mail is available to a limited number of countries. Normal delivery time is five (5) days. Properly prepared International Express Mail must be submitted to the campus Mail Service Center between 8:00 a.m. and 3:00 p.m. daily. Call the Mail Service Center at x86783 for specific details, times and restrictions.

P. REGISTERED MAIL

Registered Mail buys security. It is the safest way to send valuables through the mail system. The full value of the mailing must be declared when mailing for security and insurance purposes. Included in the registration fees is insurance protection up to \$25,000. Only mail prepaid at the First Class or Priority Mail rates may be registered.

Registered mail must be securely sealed. Plain paper or cloth tape may be used, as long as it can absorb a postmark impression and adhere in such a manner as to destroy the envelope or wrapper if removed. Return receipt is available. Registered Mail is not available to all foreign countries. Call the campus Mail Service Center at x86783 for information.

Q. CERTIFIED MAIL

Certified Mail provides a traceable certification number and a return receipt, if requested. No insurance coverage is provided.

R. SPECIAL DELIVERY

Special Delivery Service can be purchased on all classes of mail except Bulk Third Class. It provides for Special Delivery Service, even on Sundays and holidays, during prescribed hours which extend beyond the hours for delivery of ordinary mail. This delivery service is available to all customers served by city carriers and to other customers within a one-mile radius of the delivering Post Office.

Incoming Special Delivery does not always mean the article will be delivered by special messenger. Special Delivery may be delivered by the regular campus carrier if it is available before the carrier departs for their morning deliveries.

Call the campus Mail Service Center at x86783 for more information.

S. BUSINESS REPLY MAIL

Business Reply mail is intended for use when it is likely that only a portion of the addressees will respond. Postage is paid only on the replies returned. Consult the Mail Service Center before ordering your Business Reply envelopes.