

University of Wyoming

Postal Services Guide



For
UNIVERSITY POSTAL SERVICES
CUSTOMERS

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OVERVIEW

This Postal Services Guide has been prepared as a source of basic information for you to obtain the best available postal service with regard to efficiency and economics.

It briefly touches on topics such as addressing, enclosures, envelopes, campus mail, U.S. mail classifications, specialized delivery services and other information basic to your everyday needs.

We hope the Guide will be a useful desk companion for you.

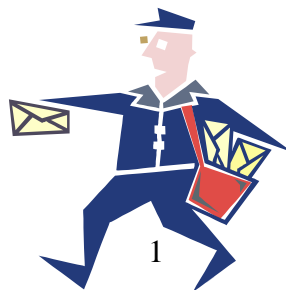
The more we know about your needs and concerns, the better we can fulfill them. Let us know your needs **IN ADVANCE**, whether it is a special service you need, a large mailing coming up or if you are sending or receiving something out of the ordinary. Should you have a specific question regarding “mailing”, we urge you to call us.

POSTAL SERVICE STAFF

University of Wyoming Postal Services is staffed by five full time personnel:

Manager	-	Robert Trumbull	766-4297
Assistant Manager	-	Robert Berwick	766-6789
Assistant Manager	-	Tom Romero	766-4297
Postal Mail Carrier, Sr.	-	Dan Walker	766-4297
Postal Mail Carrier	-	Keith Taylor	766-4297
Postal Mail Carrier	-	Josh Gouge	766-4297

Tip: Recommendations contained herein are guidelines primarily designed for business volume mailers. While compliance is voluntary, it is highly desirable and will result in more efficient and accurate mail processing.



CAMPUS MAIL SERVICE (Inter-departmental, USPS mail)

The University Postal Services, a unit of Auxiliary Services, provides collection and distribution of interdepartmental mail; delivery of incoming US Mail; processing of outgoing US mail and parcels. University Postal Service, located in the back of McWhinnie Hall is open from 7:00 a.m. to 5:00 p.m. Monday through Friday, observing University of Wyoming holidays.

Please use the assigned departmental number for your University. Example:

Office of the President
University of Wyoming
Dept 3434
1000 E University Ave
Laramie, WY 82071

When addressing campus mail, address by department. Example:

Office of the President
Department of Finance
Old Main Building

The zip codes for the University of Wyoming have been split into three different areas:

Anything south of University Street is 82070
Anything north of University Street is 82072
University Departmental Post Office Box is 82071

Thus, the dorms and Spanish Walk apartments are 82070, married student housing, fraternities and sororities are 82072.

All new postal accounts for departmental mailings must be approved by the Postal Service Manager, Bob Trumbull. Please contact Bob for the proper forms. You may reach him at 766-4297 or via e-mail to Btrumbull@uwyo.edu.

If you need mail slips please call the Copy Center at 766-3890. Be sure to have your account number ready and allow two to three working days for delivery of your mail slips. You may also request mail slips by e-mailing your request to the Copy Center at copyctr@uwyo.edu.

BUSINESS REPLY MAIL (BRM)

BRM service enables a mailer to receive First-Class mail by paying postage only on the mail which is returned. We guarantee payment of the appropriate First-Class postage, plus a handling charge per piece. All Business Reply mailers must be approved by the University Postal Service prior to printing.

All business reply postage and handling charges are billed back to departments. When you decide you need a business reply envelope or card, please call University Postal Services for important information regarding their use.

Please refer to Appendix B for proper format and **FACING IDENTIFICATION MARKS (FIM)**.

METER REPLY MAIL

In some instances Meter Reply Mail can be a cost effective method since there is no service charge, but the postage is prepaid. You should expect a return rate of 90% or better before you consider using Meter Reply Mail or affixing stamps on a Stamped Self Addressed Envelope. Meter Reply Mail requires a printed message above the address:

EXAMPLE:

(Meter stamp without date to be placed here)
NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY
UW POSTAL SERVICES DEPT 3401 1000 E. UNIVERSITY AVE. LARAMIE, WY 82071

LARGE “BULK” MAILINGS

Before a large or specialized mailing gets too far into the planning stage, please include the University Postal Services Manager in your mailing planning. We can help to ensure

your mailing program is cost effective, efficient and timely. Bulk mail can cost less than half the normal postage when properly prepared.

ACHIEVING POSTAGE SAVINGS ON BULK MAILINGS

Substantial postage savings can be obtained by taking full advantage of the USPS bulk mailing procedures. Most postage savings are obtained by “Bar-Coding” your mailings, and “CASS Certifying” your mailing lists through certification software. The UW Postal Services Bulk Mail Center has the equipment and expertise to help you realize these types of postage savings on your bulk mailings.

We encourage all bulk mailers to take advantage of the postage saving services the Bulk Mail Center can provide. Please call Bob Berwick at 766-6789, or e-mail Bob at RBERWICK@UWYO.EDU.

BULK MAIL PREPARATION

Bulk mail is called “Standard Mail (A)” by the US Postal Service (USPS). Standard A has two basic rates, regular and non-profit. The non-profit rate is much lower than regular rates. Non-profit mail may not contain any advertising or mention of a promotion for travel, insurance, or credit cards. There are other criteria too lengthy to be covered here, but the final determination will be made through University Postal Service for bulk mailing. It is recommended that the setup of this material be approved by University Postal Service **prior** to printing.

A bulk mailing requires a minimum of **200** identical pieces to qualify for bulk rates. Identical means the only difference in pieces is the address. A permit imprint showing that postage has been paid must be printed or imprinted by a meter on each piece. University Postal Service can meter your mail if it was printed without indicia. Indicia is the box or block indication the postage has been paid.

University Postal Service maintains a permit with the USPS (Permit 1) to send regular and non-profit bulk mail. This permit is available for use by most University departments. University Postal Service delivers Permit 1 mail to the Post Office and maintains an account to pay the postage due for such mail. Do not deliver your permit mail directly to the Post Office, it must go through University Postal Service and have the proper forms signed and submitted.

BULK MAIL ENDORSEMENTS

When mail is undeliverable as addressed, the postal service needs directions on how to handle that mail. These directions are called ancillary services endorsements.

“Address Service Requested” offers forwarding and return service with the new address provided or the reason for non-delivery. The mail is forwarded at no charge for 12 months after the addressee moves. An address correction fee of 70 cents is charged to the mailer. After months 13 – 18, the mail is returned with the reason attached and a fee of 2.472 times the cost of mailing is charged. After 18 months the piece is returned with the reason attached and the fee of 2.472 times the cost of mailing is charged.

“Forwarding Service Requested” offers forwarding and return of pieces the same as “Address Service Requested” except you will not receive a correction notice during the first 12 months following the move. After 13 months the treatment is the same as Address Service Requested.

“Return Service Requested” offers no forwarding. The mail is returned with the reason attached. The fee charged is equal to First-Class mail rates for the piece. We recommend using “Return Service Requested” as the least expensive method of maintaining a clean mailing list.

An endorsement must be printed no smaller than 8 point type, and it must stand out clearly against its background. Brilliant colored envelopes and reverse printing are not permitted. There must be ¼-inch clear space around (above, below, and both sides) the endorsement. The endorsement may be printed below the return address, immediately above the delivery address, to the left of the postage area and below any rate marking, or below the postage area and below any rate marking.

BULK MAIL SIZE STANDARDS

Post Card minimum 3 ½” by 5”, maximum 4 ¼” by 6”, at least .009” thick
Letter minimum 3 ½” by 5”, maximum 6 1/8” by 11 ½”

Both post cards and letters must be rectangular with an aspect ratio (length divided by height) between 1 to 1.3 and 1 to 2.5 to qualify for letter rates. Items smaller than the minimums are not mailable. Items larger than the maximums are called flats and cost more to mail.

The weight limit on a non-profit letter is 3.3362 ounces, regular letter weight limit is 3.3087 ounces. Pieces over the weight limit are mailable at the higher rate for flats.

PREPARING YOUR OWN BULK MAILING

If you want to prepare your own bulk mailing, please keep in mind the following basics. However, since USPS bulk mailing regulations are complex, we encourage you to use our Bulk Mail Center to achieve the greatest postage savings:

A ZIP code is required on all addresses.

All pieces must be sorted in ascending ZIP code order.

All boxes or trays must be marked and indicate the order
e.g. 1/5, 2/5, etc., if you have 5 boxes of mail.

Only pieces sent to a US address may be part of a bulk mailing. **International mail does not qualify as bulk mail.**

All letter size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) enclosed in a bulk mailing must bear a Facing Identification Mark (FIM) (see Appendix B) and correct delivery point barcode for the address to which the mail piece is to be returned. FIM is a series of vertical marks left of the postage block. These markings are available from the USPS.

ADVANCE NOTICE

Advance notice is helpful to effectively handle and process large or specialized mailings and we encourage a 72 hour notice. Giving us advance notice will enable us to best meet your mailing needs and time constraints.

Tip: A white background for an address block is preferred. Black ink clearly imprinted on a light background works best for OCR processing.

Mail pieces should be closed on all four edges. Take care during the wetting and sealing of enveloped mail so as not to overwet the seal and cause envelopes to stick together.



PERSONAL MAIL

Outgoing Personal Mail

Outgoing personal mail is handled along with University Mail. You may deposit your personal mail in an OUT US MAIL basket located in your department or area.

Outgoing personal mail must be sealed and must have the proper postage affixed prior to depositing in the Mail system. You may not run your personal mail through a UW postage meter. These meters are for official UW mail only and any other use is a misappropriation of state funds.

Personal mail will be delivered to the U.S. Postal Service as received by University Postal Service during the next scheduled trip. Personal parcels 13 ounces or more must be taken to the Post Office by the person responsible for the package.

Incoming Personal Mail

Please have your personal mail, magazines, and non-business related catalogs and parcels sent directly to your home address. Mail addressed to a University address is considered the official mail of the University and as such is subject to being opened by a staff person without appeal under Federal guidelines. Personal packages may be held at University Postal Service to be picked up by the owner.

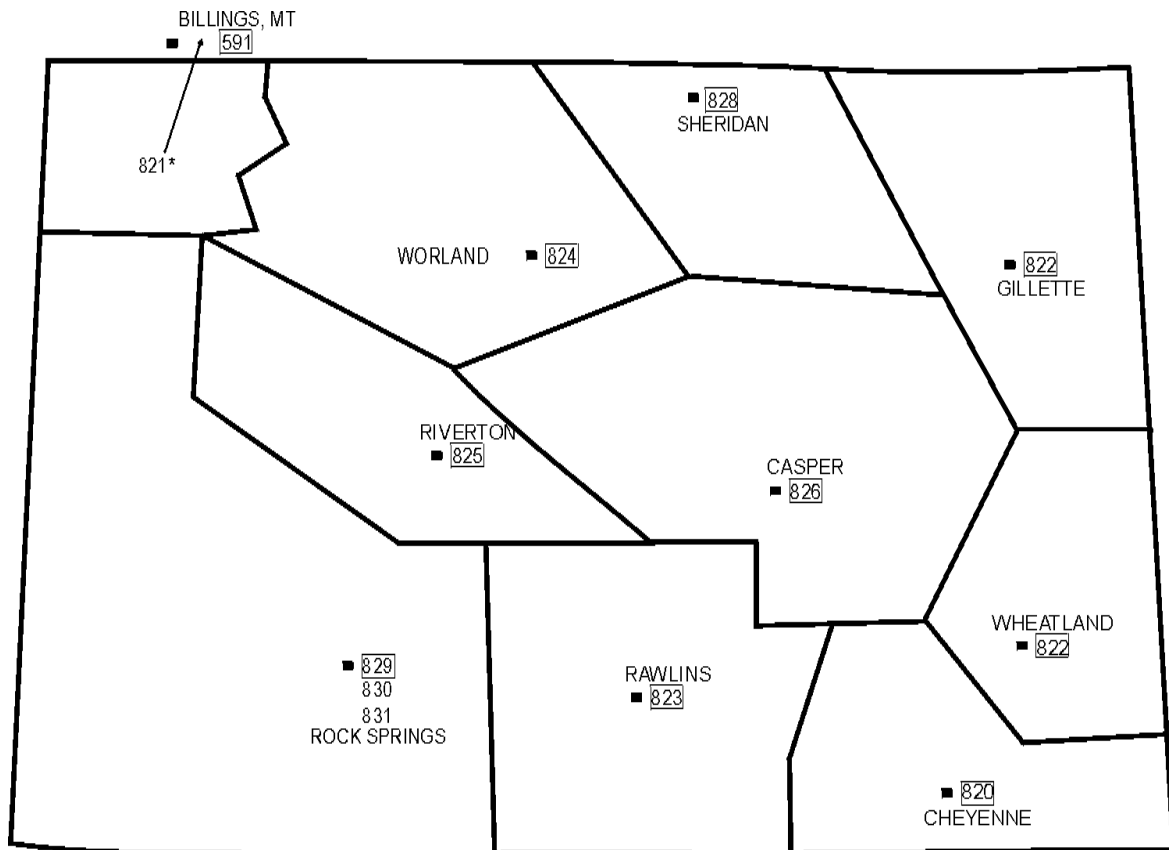
Postage stamps and postage meter imprints purchased with budgeted funds or any funds under the control of the University of Wyoming are to be used for official business purposes only. Personal use of such postage is prohibited.

Tip: Whether it be personal or business mail, the importance of good address preparation cannot be over-stressed. Be sure you use as detailed an address as possible. Avoid using intersection addresses (such as 3rd and Grand). When addressing to a post office box, include the prefix P.O.

Avoid spelling out house numbers and use numerals (383, not three eight three).

WYOMING

Distribution Centers



***Mail Processed at SCF Billings, MT**

NOTE: This map provides an approximation of the service area of each processing and distribution center facility.

Appendix B

FACING IDENTIFICATION MARKS (FIM) PURPOSE

FIM coding of mail serves two purposes. It provides machine detectable indicia for automatic facing and cancellation of letter mail not having luminescent stamps or meter imprint (Business Reply Mail, Penalty Mail, etc.); and it provides a means of identifying mail having a preprinted bar code. A FIM must be printed on Business reply letters and cards. FIM is not required on Business Reply labels or mail more than 6 1/8 inches high or 11 1/2 inches long, or 1/4 inch thick. FIM is not required on Courtesy Reply mail but should be used on pre-barcoded pieces.

Three FIM patterns have been defined as follows:

FIM A

FOR COURTESY REPLY
MAIL WITH PRE-PRINTED
BAR CODE.
ALLOWS CAPTURE AT THE
FACER CANCELER.

FIM B

FOR BUSINESS REPLY
PENALTY OR FRANKED
MAIL WITHOUT PRE-
PRINTED BAR CODE.
PREVENTS REJECTION ON
THE FACER CANCELER.

FIM C

FOR BUSINESS REPLY
PENALTY OR FRANKED
MAIL WITH PRE-PRINTED
BAR CODE.
ALLOWS CAPTURE AT
FACER CANCELER.

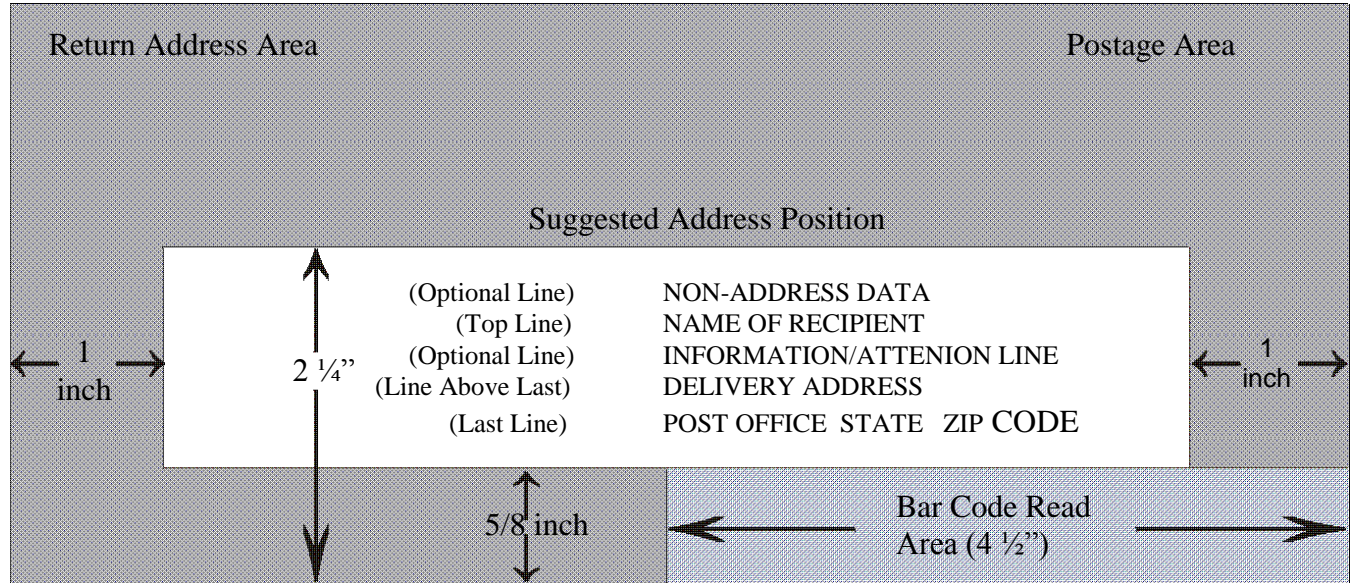
The diagram illustrates three FIM patterns for mail pieces. Each pattern is shown within a rectangular frame representing the mail piece.

- Pattern 1 (FIM A):** Shows a 'From' field at the top left, a vertical FIM bar code (four vertical bars) at the top center, and a 'PLACE STAMP HERE' box at the top right. The address is centered: 'XYZ Sales Company', 'Attn: Accounts Payable', 'P.O. Box 1234', 'Anytown, State 00000-0000'. A horizontal FIM bar code (a series of vertical bars of varying heights) is at the bottom.
- Pattern 2 (FIM B):** Shows a vertical FIM bar code at the top center and a 'NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES' box at the top right. A 'BUSINESS REPLY MAIL' box is on the left, containing 'FIRST-CLASS MAIL PERMIT number 0000 ANYTOWN, STATE' and 'POSTAGE WILL BE PAID BY ADDRESSEE'. The address is centered. A horizontal FIM bar code is on the right side.
- Pattern 3 (FIM C):** Shows a vertical FIM bar code at the top center and a 'NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES' box at the top right. A 'BUSINESS REPLY MAIL' box is on the left, containing 'FIRST-CLASS MAIL PERMIT number 0000 ANYTOWN, STATE' and 'POSTAGE WILL BE PAID BY ADDRESSEE'. The address is centered. A horizontal FIM bar code is at the bottom.

Examples are reduced from actual size.

Appendix C

OCR READ AREA AND BAR CODE READ AREA



Last Line of Address Must be Completely Within White OCR Area
(Not Drawn to Scale)

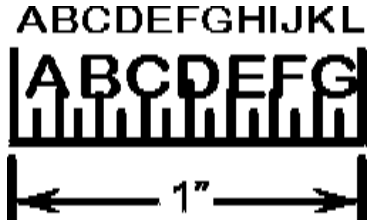
Tip: An OPTICAL CHARACTER READER (OCR) is an automatic mail sorting system consisting of scanner, computer, ink jet printer and letter sorting machine. This system is capable of locating the machine-printed address written on the face of a mail piece, and reading the alpha-numeric characters to effect sorting.



Appendix D

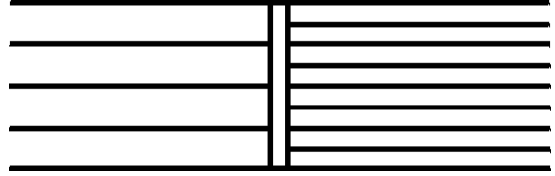
TYPOGRAPHIC TOLERANCES

1. Character Pitch:



6. Line Pitch:

(keep uniform)



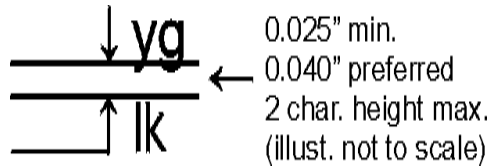
4 lines per inch to 8 lines per inch
(6 lines preferred)

2. Character Spacing:

clear vertical
column
.01" min.
.05" max.



7. Space Between Lines:



3. Character Height:

max. character ht. (.20")
min. character ht. (.08")

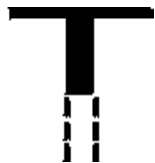


8. Character Height to Width Ratio:

from 1.1:1 to 1.7:1

4. Character Stroke Width:

0.010" min.
0.030" max.



9. Skew:



5. Space Between Words:

CITY (1 sp.) STATE (2 sp.) ZIP CODE

Appendix E

READING THE ZIP + 4 BAR CODE

The ZIP + 4 bar code consists of the nine digits plus a correction character used by the bar code reader to identify reading errors.

The bar code consists of 52 bars as illustrated below. Each of the 10 digits contained between the frame bits consists of 2 long bars (read as 1's) and 3 short bars (read as 0's).

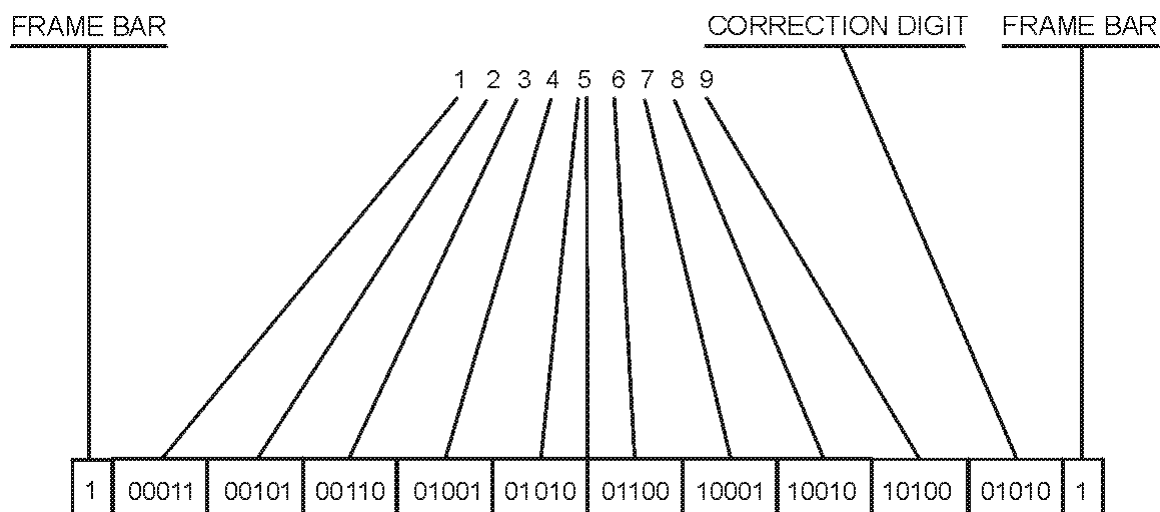
Reading and understanding the bar code is simple. There are 10 combinations of 5 bars, each consisting of 2 long (1's) and 3 short (0's) bars. The digits 0 through 9 have been assigned to these combinations:

0	11000	4	01001	8	10010
1	00011	5	01010	9	10100
2	00101	6	01100		
3	00110	7	10001		

Within the group of 5 bars, each position has a different value. From left to right, 7, 4, 2, 1, and 0. Addition of the values in the two positions occupied by 1 bars gives the value of the combination, except in the case of 11000, which totals 11 and has been assigned as zero.

The sum of the 10 digits in the bar code must always be a multiple of 10. This determines the value of the correction character used.

The sum of the nine digits of the ZIP + 4 is 45. Using a correction character of 5 makes the sum of all 10 characters 50, a multiple of 10. If the sum of the digits is not a multiple of 10, an error has been made and the bar code must not be used.



Appendix F

Address for success

Follow these simple guidelines to help mail get where it's going faster.

DJ ASSOCIATES
230 PARK AVE S
NEW YOR NY 10003-1502

MR BILL T JOHNSON
ABC PRODUCTS INC
1295 S GEORGE AVE RM 378
WASHINGTON DC 12345-6789

Always use your return address.

Attention line always goes above the firm name.

Indicate whether it's N (North), E (East), W (West), or S (South).

Include the RM (room), STE (suite), or APT (apartment) number.

The delivery address line includes either the street address, the P.O. Box number, rural route number, or the highway contract route number.

Is it ST (Street) or AVE (Avenue)? Or DR (Drive), LN (Lane), PL (Place), RD (Road), CIR (Circle) . . . ?

Use the ZIP Code And if you know the ZIP + 4 code, please use it.

The 1st line is reserved solely for the city, state, and AIP Code or ZIP + 4 code!

Standard Abbreviations

Alabama	AL	Kentucky	KY	Ohio	OH	North	N	Courts	CTS	Lane	LN
Alaska	AK	Louisiana	LA	Oklahoma	OK	East	E	Cve	CV	Lodge	LDG
Arizona	AZ	Maine	ME	Oregon	OR	South	S	Creek	CRK	Mount	MT
Arkansas	AR	Maryland	MD	Pennsylvania	PA	West	W	Drive	DR	Mountain	MTN
California	CA	Massachusetts	MA	Puerto Rico	PR	Northeast	NE	Estates	EST	Orchard	ORCH
Colorado	CO	Michigan	MI	Rhode Island	RI	Southeast	SE	Expressway	EXPY	Parkway	PKY
Connecticut	CT	Minnesota	MN	South Carolina	SC	Southwest	SW	Extension	EXT	Place	PL
Delaware	DE	Mississippi	MS	South Dakota	SD	Northwest	NW	Fort	FT	Plaza	PLZ
District of Columbia	DC	Missouri	MO	Tennessee	TN			Freeway	FWY	Port	PRT
Florida	FL	Montana	MT	Texas	TX	Avenue	AVE	Gardens	GDNS	Road	RD
Georgia	GA	Nebraska	NE	Utah	UT	Beach	BCH	Grove	GRV	Spring	SPG
Guam	GU	Nevada	NV	Vermont	VT	Boulevard	BLVD	Harbor	HBR	Springs	SPGS
Hawaii	HI	New Hampshire	NH	Virginia	VA	Camp	CP	Heights	HTS	Square	SQ
Idaho	ID	New Jersey	NJ	Virgin Islands	VI	Canyon	CYN	Highway	HWY	Station	STA
Illinois	IL	New Mexico	NM	Washington	WA	Cape	CPE	Island	IS	Street	ST
Indiana	IN	New York	NY	West Virginia	WV	Causeway	CSWY	Islands	ISS	Terrace	TER
Iowa	IA	North Carolina	NC	Wisconsin	WI	Center	CTR	Junction	JCT	Turnpike	TPKE
Kansas	KS	North Dakota	ND	Wyoming	WY	Circle	CIR	Lake	LK	Way	WAY
						Court	CT	Lakes	LKS		

Some little changes in the way you prepare your mail will result in faster handling and more accurate and speedy delivery. And that directly impacts orders, inquiries, receivables and payments, just to name a few.

Properly prepared letter mail can run through Optical Character Readers (OCRs) where electronic scanners process it with unprecedented speed and accuracy. Mail which isn't properly designed for this processing can move at only a fraction of this speed because it requires slower mechanical sorting, or even sorting by hand.

All you have to do to get on the fast track to speedier processing is follow the simple guidelines above. Please print these addressing guidelines for distribution to everyone in your office who addresses mail.

Tip: The ZIP + 4 CODE is a nine-digit code which incorporates the original five digit ZIP Code that identifies individual post offices and stations. These five digits are followed by a hyphen and four additional digits which identify individual high volume businesses, apartment complexes, odd or even segments of street block delivery, and buildings. ZIP + 4 codes are primarily intended for use by business mailers, on a voluntary basis.



Appendix G

THE VARIOUS CLASSES OF MAIL AND USPS SPECIAL SERVICES

The cost of mailing varies with each classification.

Oversize/Underweight Mail

First-Class, Standard Class and International letter Class Mail weighing one ounce or less is non-standard* if it exceeds any of the following size standard limits:

11 ½” in length

or

6 1/8” in height

or

¼” in thickness

or

Its aspect ratio (length divided by height)

does not fall between 1 to 1.3 and 1 to 2.5 inclusive.

*There is an additional charge on each piece of mail that is found to be non-standard.

In addition, pieces which are less than the following dimensions are non-mailable in the U.S. Postal Service and will be returned to you.

3 ½” in height

or 5” in length

or

.007” in thickness (thickness of a postcard)

First-Class Mail

All mailable matter may be mailed as First-class Mail, Priority Mail, Or Express Mail. The following examples are considered First-Class matter and must carry postage at First-Class Mail, Priority Mail, or Express Mail rates.

(a) Matter wholly or partially handwritten or type-written, except authorized additions to Periodicals or

Standard Mail and written or type written matter in Library and special Standard Mail as permitted by the corresponding standards, originals or carbons, invoices (except when accompanying the matter to which they relate); postal cards, post cards and letters bearing a written date when that date is not the date of mailing.

- (b) Matter sealed and closed against postal inspection.
- (c) Bills and statements of account, regardless of method of preparation or quantity of identical pieces mailed, except authorized enclosures in or attachments to second, third or fourth class mail
- (d) Price lists with written-in figures changing items or prices.
- (e) Any business reply mail.
- (f) Blank printed forms filled out in writing, including canceled or un-canceled checks.
- (g) A computer printout may or may not be First-Class matter. It depends on the content. Contact University Postal Services for additional information.
- (h) If you are not sure if it is First-Class, ask us!

Priority Mail

All First-class mail exceeding 11 ounces and not exceeding 70 pounds is considered priority mail and, at the option of the mailer, any mail weighing 11 ounces or less. There is no minimum weight limitation. There is a flat rate up to two pounds. Special flat rate envelopes are available at no charge and are available at the two pound rate regardless of actual weight.

Use Priority Mail when 2 to 3 day service is desired.

NOTE: Priority Mail is a 2 day service between 64 major markets i.e. Atlanta to Dallas or Chicago to New York. When using Priority Mail we recommend use of priority envelopes available at no charge from University Postal Service or your local Post Office.

Standard Mail

The following is considered Standard Mail Matter or may qualify as Library Mail:

- Circulars – Catalogs
- Booklets – Newsletters
- Merchandise – Product Samples
- Photographs – Printed Matter

Reduced rates are available for mailing 200 or more like pieces.

The standards for size and surcharge for single piece Standard class mail weighing one ounce or less are the same as for First-class.

Standard Class Mail/Parcel Post

The following is considered Standard Class Matter:

- Packages or Parcels – Sound Recordings – Books
- Library Materials – Merchandise – Films
- Bound Printed Matter – Computer Media – Video tapes

each piece of Standard Class matter must not exceed 70 pounds in weight and a maximum size of 108” in length and girth combined.

Special Services

Accountable Mail includes all Certified, Registered, Insured and Overnight Courier mail. Do not place critical mail for these categories in Campus Mail Envelopes.

Certified Mail – provides you with a mailing receipt and a record of delivery is maintained at the recipient’s post office for two years. Return receipts are an unnecessary expense because the Postal Service keeps these records. A return receipt to provide you with proof of delivery can be obtained for an additional fee. Return cards should not be affixed to the front of a business size envelope or cover the address block area. Certified mail service is available only for First-Class Mail. No insurance coverage is provided. A numbered label and completed receipt must be affixed. Do not tear off the perforated receipt, it must be stamped by the US Postal Service. You may obtain labels from University Postal Service.

Insured Mail – you can obtain payment for domestic mail that has been lost, rifled or damaged by having it insured. You can buy insurance up to \$600 for third and fourth Class mail. it is also available for merchandise mailed at the Priority mail or First-Class mail rates. Express Mail includes 4500.00 insurance at no extra charge. Do not use plastic tape on Insured Mail, all seams must be covered by a paper type tape surface.

Return Receipts – a return receipt is your proof of delivery. It is available for insured mail, and with certified, registered and domestic Express mail shipments. The return receipt identifies the article number, who signed for it and the date it was delivered. It is not necessary to utilize a return receipt on all certified or registered mailings. Be certain to use your U.S. Mail address on any return receipts so they can be routed back to you. Return Receipt may be an unnecessary expense. The Postal Service keeps a two year record for delivery of special services mail. Call if you’re considering the need.

Express Mail

Express Mail is an extremely reliable and fast delivery service available from the US Postal Service. It reaches all major markets in the US and 84 foreign countries. Express Mail provides for the shipment of letters, documents, and other mailable items and carries document reconstruction insurance at no additional cost. Special envelopes are available and a specific label is used. You may Express Mail up to 70 pounds, call for labels. *Express Mail is traceable on the Internet.*

Do not place critical mail for this service in the internal mail system. Express Mail must be delivered to University Postal Service by 12:00 P.M. to make that day's mailing.

Express mail offers a variety of service options to meet your mailing needs. The following are a list of these options. Contact University Postal Service for further details.

Post Office to Addressee

Post Office to Post Office

Express Mail International Service

Domestic Overnight Delivery is guaranteed by the U.S. Postal Service and provides for a full postage refund if the item is not delivered on time. A Mail Service order form must be filled out just as with any other alternative courier.

International deliveries vary by country of destination. No guarantees are offered by the US Postal Service since they have no control over foreign delivery systems. There is no provision for a refund on International Express Mail.

International Mail

Most items are mailable to foreign countries. However, there are certain restrictions. It is important that mailers contact University Postal Service to determine the proper classification and documentation required.

If customs regulations are not followed and documentation is not exact, the item will be impounded by customs until address makes arrangements for clearance and the payment of whatever duties required for the release of the item. Customs rules apply the same whether mail is sent by USPS or other couriers.

For letter size items, use the special TyvekTM Red/Blue bond envelopes. They will enhance service and help University Postal Service separate them from Domestic mail.

The last line of any foreign address should only be the country name spelled out in capital letters in English. Canadian mail may have CANADA plus the postal code on the last line.

Business Reply Mail Layout Guidelines

← **Permit Holder Space:** May contain information such as return address, logos, distribution codes, and form numbers

↑ **Company Logo:** For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mail piece and does not interfere with the barcode clear zone.

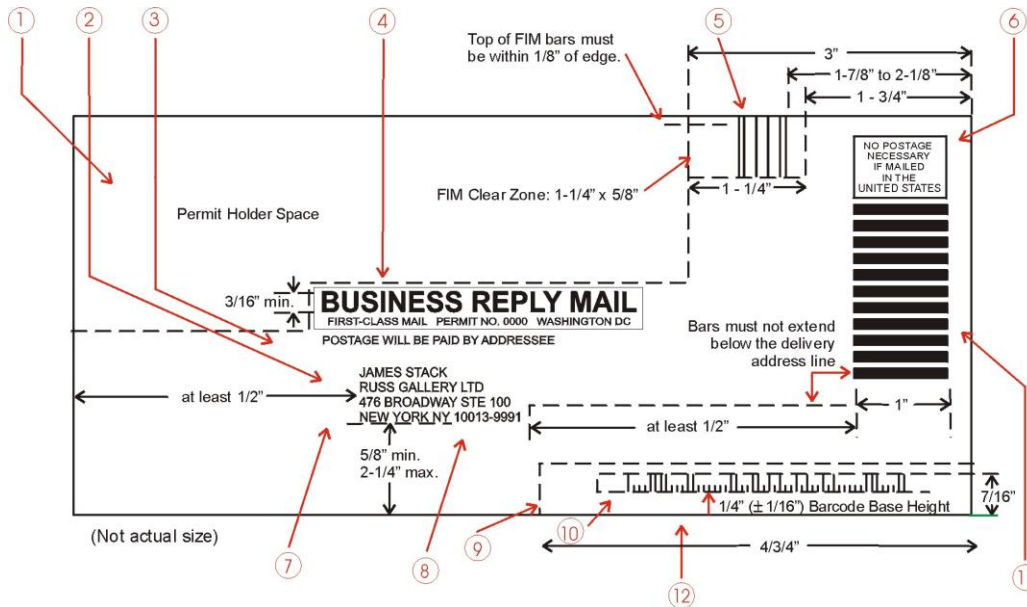
→ **Postage Paid Line:** Place the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box

↓ **Business Reply Legend:** The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, place the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing post office (city and state) in capital letters.

○ **Facing Identification Mark (FIM):** A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (±0.008 inch) wide.

± **Postage Imprint:** "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not extend more than 1-3/4 inches from the right edge.



" **Address Format:** The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece.

∞ Leftmost bar must fall between 4 1/4" and 3 1/2" from right edge

Before printing, submit proofs of BRM samples to your local post office for advice and approval. Take advantage of this service -- it could save you money. qualified Business Reply Mail pieces must be approved by the USPS before printing.

Dimensions: Between 3 1/2 by 5" and 6 1/8 x 11 1/2". To qualify for the card rate, cards must be between 3 1/2 by 5" and 4 1/4 x 6" and between 0.007 and 0.016" thick. Larger card sizes are available, but they are charged at First-Class Mail letter rate.

≥ **Zip Code:** A unique ZIP+4 code is assigned to each piece.

11 **Horizontal Bars:** These bars must be uniform in length, at least 1 inch long and 1/16 to 3/16 inch thick, and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code.

Barcoded pieces measuring more than 4 1/4" high or 6" long must be at least 0.009" thick.

Additional standards apply to QBRM pieces (S922.7).

A surcharge is assessed for nonstandard mailpieces weighing 1 ounce or less

× **Barcode Clear Zone:** 4 3/4" x 5/8"

12 **POSTNET Barcode Location:** The barcode must be located here (unless an address block barcode is used on a window envelope or printed address label). The barcode must be a ZIP+4 barcode (delivery point barcodes are not permitted). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local post office.

Ink/Paper Colors and type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local post office for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in C810.8.

