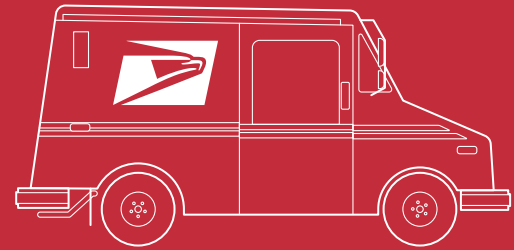




OUTGOING USPS MAIL



1. What outgoing mail (non-standard) class options are available through the United States Postal Service (USPS)?

Express Mail

- Guarantees overnight or 2-day delivery including weekends and holidays
- Includes tracking, proof of delivery, and insurance up to \$100
- 70-pound maximum package weight

University Print & Mail Services recommends shipping with FedEx's SendSuite shipping program instead of Express Mail because SendSuite offers discounted shipping rates.

First-Class Mail

- For mail up to 13-ounces
- Can contain personalized or advertising mail
- The following types of mail **must** be sent First-Class:
 - Handwritten mail
 - Personalized correspondence
 - Bills or account statements

Priority Mail

- Used for packages between 13 ounces and 70 pounds
- Package size no greater than 108 inches in combined length and girth
(Length + measurement of the thickest part of the package = package's measurement)
- Delivers at the same speed as First-Class Mail

Media Mail

- Must **not** contain personal or advertising material
- Limited to video and audio recordings, books, manuscripts, and "non-blank" computer disks

2. How will I be billed for postage on outgoing mail?

Secure a green card to your outgoing mail. It includes your department name and address, chartfield, and a barcode that will bill the chartfield on file when scanned.

GREEN CARDS

1. How do I get green cards for a new account?

Call us at 801-581-6171 and provide the following information:

- Department name with or without additional descriptors—for example: KUED or KUED / DEVELOPMENT
- The chartfield you would like the postage billed to
- The billing address (please note: card reorders are sent to this address)



2. What is a chartfield, and where do I get it?

A chartfield is a set of codes used to purchase from on-campus services and departments. It's like a checking account for your department without the use of checks. Your supervisor will decide which of your department accounts to use for mailing charges.

3. How do I order more green cards?

There are two ways to request green cards:

1. When sending your mail to Print & Mail, check the "send more cards" box on the green card
2. Contact us at 801-581-6171 and reference the barcode number at the top left of the green card

4. Do I fill out "job name" and "contact" blanks on the green card?

Yes. Because some departments have multiple individuals using the same green card, these blanks help identify the appropriate contact person and reference a specific mail piece if we run into a problem or have a question about a mailing.

5. Do I need green cards if I only mail First-Class once or twice a year?

Yes. Call us at 801-581-6171 to request as few as three cards.

6. Do I need a green card for each piece of mail?

No. You only need one card per bundle of mail.

7. My mailing charges seem too high. Can I lock my account until I find out which co-workers are using it?

Yes, contact us at 801-581-6171 and reference the barcode number at the top left of the card.

8. Do I need to contact Print & Mail when a research grant has expired?

Yes, we can either lock the account or update the project number.

9. How do I make a correction on a green card?

Contact us at 801-581-6171, and we will make electronic changes to your account in our system. Please do not alter the card; we do not notice handwritten card alterations as your account information is tied electronically to the barcode on the card. The account changes we make are immediate and supersede the print on the card.

10. Who can help me with green card billing questions?

Please contact us at 801-581-6171 and ask for help with green card billing.

11. Can my green card be used for all types of mail?

No, they should **only** be used for the following outgoing mail:

- First-Class Mail
- Priority Mail
- Certified Mail
- Media Mail
- Library Mail

FedEx packages require a specialized form that needs a more detailed address and contact information.

Standard/Non-Profit/Bulk mailings are subject to specific requirements and should not be sent with a green card. For Standard/Non-Profit/Bulk mailings, please contact your Project Coordinator or call 801-581-6171.



12. How do I get outgoing (green card) mail to Print & Mail for processing?

- Our mail handlers can pick up your green card mail with your daily campus mail
- Place mail in the designated pickup area with a green card attached
- Call Print & Mail at 801-581-6171 to schedule a special pick up for large mailings
- Bring green card mail directly to our office 135 VRTUSB

13. How late can I drop off my USPS mail to go out the same day?

3:00 pm.

MAIL PREPARATION

1. To seal or not to seal?

Letter-size envelopes can be machine sealed at our facility. Please note that Print & Mail applies a 2¢ surcharge to seal envelopes.

Overstuffed letter-size or large envelopes require hand sealing and should be sealed before sending them to our facility.

Letters or parcels protected by HIPPA must be sealed by the sending department before the mail is sent to Print & Mail to apply postage.

2. What are indicia?

It's a marking in a mail piece's postage area that indicates the sender has paid the postage. It is generally used for standard/non-profit, and zip sorted First-Class Mail. It's not used for regular mail.

3. What do I do if my mail piece has a printed indicia on the envelope, but I don't need it?

Cover the indicia with a white label so that the appropriate postage can be applied.

4. Where should I put the address on flat piece mail?

"Flat piece mail" refers to large envelopes, newsletters, and magazines.

- For **First Class Mail**, the address can be centered.
- For **Non-Profit/Standard Mail**, the address should not be centered on the mail piece; it needs to be placed on the top half of the document.

Follow the USPS guidelines and diagrams shown on the next page, or contact your Project Coordinator before addressing your mail.

5. Are there things I should avoid when producing my regular mail piece?

- Avoid dark or glossy paper as they tend to hinder postage application and visibility
- Don't imprint in the upper right-hand corner; this space is the postage area and is meant to be kept clear

6. Are there things to consider with International mail?

Anything over 1 pound requires a customs slip to identify what is inside and the associated declared value.

NEED HELP? We can help you with idea generation, mailer design, and can print and mail it for you. For assistance, please contact your Project Coordinator or call us at 801-581-6171.

New Address Standards for Commercial Flat-Size Mail

Effective March 29, 2009

Address Placement

New address placement standards apply to all Periodicals, Standard Mail, and Package Services flats mailed at presort, carrier route, and automation prices (optional for First-Class Mail). The delivery address must be in the top half of the mailpiece.

The "top" is:

- Either of the shorter edges on enveloped or polywrapped pieces.
- The upper edge when the spine or final folded edge is placed on the right-hand side of an unenclosed piece.
- Either of the shorter edges on saturation Periodicals and Standard Mail pieces, without regard to the spine or final fold.

The address must be entirely within the top half, with two exceptions: On a loose enclosure polywrapped with a host piece, at least the first half-inch of each address line must remain within the top half throughout processing and delivery. On a digest-size flat, a vertical address may cross the midpoint if it begins or ends within 1 inch of the top edge.

Address Orientation

The address may be horizontal or vertical to the top edge, but not upside-down in relation to the top edge.

Vertical addresses can read right or left.

Address Characteristics

New address characteristics standards apply to all flats mailed at presort, carrier route, and automation prices.

Minimum Size

- All presorted and carrier route flats must be addressed using at least 8-point type (each letter or figure must be at least 0.080 inch high).
- Flats using an 11-digit POSTNET or an Intelligent Mail barcode may use 6-point type if the address is printed in all capital letters (each letter or figure must be at least 0.065 inch high).

Style

- Two preferences for best read rates:
- Sans-serif font ("block" style letters such as Arial or Helvetica).
 - ALL CAPITAL LETTERS.

Spacing

- Additional standards for automation flats only:
- Address characters cannot overlap.
 - Address lines cannot touch or overlap (0.028-inch clearance preferred).
 - Address elements may be separated by no more than five blank spaces.

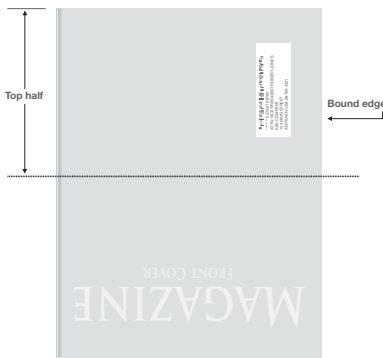
The "delivery address" is:

- Recipient lines
- Delivery address line
- City, state, ZIP Code

Examples

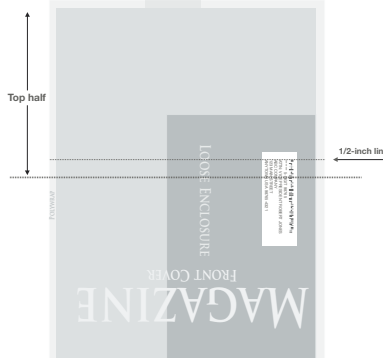
Magazine

Usually addressed on front cover



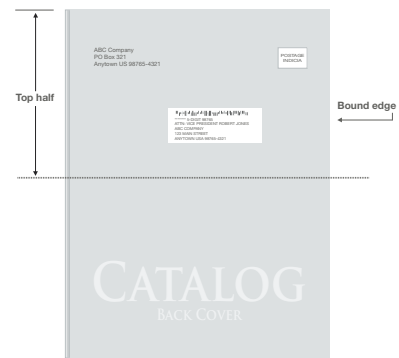
Magazine in Polywrap

Addressed on loose enclosure



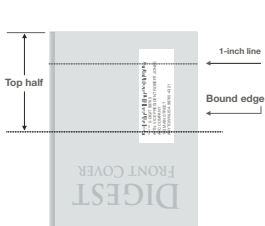
Catalog

Usually addressed on back cover



Small Digest

"Vertical" address may cross midpoint if it begins or ends within 1 inch of top edge



Large Envelopes

Horizontal format is fine — "top" is left or right edge

