A Guide For Postal Procedures

MAIL SERVICES AT U.S.M.
Intercampus mail is picked up and delivered Monday through Friday and closed Holidays

Please include the Name, Department and Physical Address on all I/C mail

Large Mailings of I/C should be organized by Department and Location

Please Separate Gorham, Portland and Lewiston Auburn Mail etc. = Locations
OUTGOING MAIL TO BE POSTED

- A Signed Barcode is needed with each outgoing mailing
  - Barcodes can be printed by going to the Mail Services Website /Administrative Services
- **Square** size mail cost an additional 20 Cents ea.
- Mail addressed in **Portrait Position** cost an additional 20 Cents ea.
- Letters that **includes an object** (like a pen etc.) cost an additional 20 Cents ea.
- **Personal Mail:** University funds are not allowed to be used for personal mail
- Mail **13 oz. and more with postage stamps** must be taken to the Post Office by the sender
ADDRESSING MAIL

- All **Domestic** Addresses must include:
  - Name or Company, # Street Address, City, State, zip
  - It is not necessary to put periods or commas in the address according to Postal Etiquette

- **International** Addresses must include:
  - Name or Company, # Street Address, City, Province, Country Codes (letters and/or numbers)
  - The **Name of the Country** Must be written out in full below the address information
Addressing your Mail

Postage
Use a stamp, postage meter or PC Postage to affix the correct amount. Use our online Calculator to calculate postage rates*.

Delivery Address
Print clearly the delivery address parallel to the longest side of the package. Do not use commas or periods.

City, State, and ZIP Code
To find the correct spelling or a Zip Code, use our online Zip Code locator*.

Return Address
Print or type your address in the upper left corner on the front of the envelope.

Addressing your Package

Postage
Use a stamp, postage meter or PC Postage to affix the correct amount. Use our online Calculator to calculate postage rates*.

Delivery Address
Print clearly the delivery address parallel to the longest side of the package. Do not use commas or periods.

City, State, and ZIP Code
To find the correct spelling or a Zip Code use our online Zip Code locator*.

* all online tools can be found in the red navbar at the top of the page.
CORRECT ADDRESSING FOR INTERNATIONAL MAIL

Return Address
U.S.A.

Name
Street Address
City, Providence Country Code
CANADA

Do not write in this area

* It is important to write the Country Name in full underneath the address
ZIP CODE INFORMATION AND INTERNATIONAL COUNTRY CODES

- Links for the USPS Website can be found on the USM Mail Services site.
  - http://www.usm.maine.edu/adminsvcs/mail-services

- USPS.com you will find:
  - Zip Codes for Domestic Mail Zip + 4 please go to: http://www.usps.com

- For International country code information:
Certified Mail

Place on the front of the envelope
Do not place the sticker section over the address on the envelope

- Certified Mail service provides the sender with a mailing receipt.
- The recipient signs a delivery receipt — PS Form 3849.
- Customers may obtain the delivery record by purchasing return receipt service and providing a complete return address on the mail piece.
- A Certified Mail item is dispatched and handled in transit as ordinary mail. No insurance is provided.
- Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail service) may be accepted for Certified Mail service.
Return Receipt

Place on the back of the envelope. Remove paper backing from backside of card and stick it on the back of the envelope.

- Return receipt service provides a mail owner with evidence of delivery (to whom the mail was delivered and the date of delivery).
- A return receipt also provides the recipient’s actual delivery address if it is different from the address used by the sender.
- A mailer who receives the return receipt by mail receives the actual signature on PS Form 3811, *Domestic Return Receipt*.
PLACEMENT OF LABELS ON LETTERS

Return address

Postage Stamp

Place on the front of the envelope
Do not place the sticker section over the address on the envelope

FRONT OF LETTER

Address To Area

Put your Return Address on the backside of the return receipt form

Place on the back of the envelope. Remove paper backing from backside of card and stick it on the back of the envelope

Address to:

BACK OF ENVELOPE

PS Form 3811, February 2004 Domestic Return Receipt

102565-02-M-1540
SPECIAL MAIL SERVICES

Insured Mail

Place on the front of the envelope
Do not place the sticker section over the address on the envelope

- Insured mail service provides the sender with a mailing receipt.
- For articles insured for more than $200, the Postal Service maintains a delivery record (recipient’s signature).
- Insured mail pieces are dispatched and handled in transit as ordinary mail.
- In addition, the mail must bear the complete names and addresses of both the sender and the addressee.
Registered Mail

Place on the front of the envelope
Do not place the sticker section over the address on the envelope

- Registered Mail service is the most secure service that the Postal Service offers. It utilizes a system of receipts to monitor the movement of the mail from the point of acceptance to the point of delivery.
- Registered Mail service provides the sender with PS Form 3806, Receipt for Registered Mail, as a mailing receipt.
- The recipient signs a delivery receipt — PS Form 3849 — and the Postal Service stores the delivery information, including the recipient’s signature.
- Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail service) may be registered. The face (address side) of the registered article must be at least 5 inches wide and 3-1/2 inches high, regardless of thickness.
CUSTOMS FORMS FOR INTERNATIONAL HEAVY FLATS AND PACKAGES

CUSTOMS FORM 2976

- All Customs Forms must be made through the online services supplied by the United States Post Office.
- Go to the Mails Services Website and look under “Forms” where you will find a link to USPS Customs Form.
- Handwritten forms are no longer accepted by the Post Office.

WHEN TO USE CUSTOMS FORMS:

- All letter-size and flat-size items, as defined in 243, containing only documents 16 oz. or more.
- All items containing potentially dutiable contents, regardless of weight costing $400.00 or less.
- All First-Class Mail International packages (small packets).
- Free matter for the blind or other physically handicapped persons requires a customs form for all articles. (Follow above requirements for relevant mail category, as appropriate.)
Service Objectives
- **NEW** All Domestic Priority Mail Receives a USPS Tracking Number that is included in the price
- All Priority Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

Eligibility
- All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).
- **Matter Required to be Mailed as First-Class Mail**
  - Unless Express Mail is used, Priority Mail prices are required for a mail piece that weighs more than 13 ounces when the mail piece contains matter that must be mailed as First-Class Mail.

Usually Ships in 3 to 5 Business Days and does not guarantee delivery within the specified time.
Definition
Express Mail is an expedited service for shipping any mailable matter, with guaranteed delivery, subject to the standards below. Express Mail International is available between the United States and most foreign countries.

Eligibility
All mailable matter may be sent as Express Mail, except matter prohibited by standards (e.g., certain hazardous materials).

Delivery Times
Domestic items are delivered by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified; a reminder notice is also left on the third day. A second delivery is attempted only upon customer request.
Express Mail International is a reliable high-speed mail service available to certain countries.

Express Mail International With Guarantee service offers a date-certain, postage-refund guarantee.

This service is available only to the following countries:

- Australia, China, France (does not include Corsica and Monaco), Great Britain and Northern Ireland, Hong Kong, Japan, Republic of Korea (South Korea), Singapore, Spain (does not include Canary Islands).

The maximum weight limit for Express Mail International service is 70 pounds, but lower country-specific weight limits might apply.

Maximum size dimensions for Express Mail International service vary by country and are noted in the Individual Country Listings.
Global Express Guaranteed® (GXG®) service is an international expedited delivery service provided through an alliance with FedEx Express. It provides reliable, high-speed, guaranteed, and day-definite service from selected Post Office facilities in the United States to a large number of international destinations.

The maximum weight limit for Global Express Guaranteed service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country,

Maximum size dimensions for Global Express Guaranteed service are noted in the Individual Country Listings; however, dimensions may not exceed the following: Length: 46 inches. Width: 35 inches. Height: 46 inches. Combined length and girth: 108 inches.

Minimum Size: The surface area of the address side of the item to be mailed must be large enough to completely contain the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label), postage, endorsement, and any applicable markings. The shipping label is approximately 5.5 inches high and 9.5 inches long.
PRE-SORTED-BULK MAILINGS REQUIRE

- At least **200** pieces of mail
- The **Same Contents** in each letter
- The **Same Shape & Weight**
- **Do not Personalize** no writing on envelopes, sticky notes inside or stickers on envelopes
- **International** is not accepted for bulk mailings
- **All Mailing Lists** must be run through the NCOA Link (National Change of Address Link) Service available in Letter Shop
- **Do not send** **Time Sensitive Mail**
  - No Guaranteed time of delivery for bulk mail
THE LETTER SHOP & BULK MAILINGS

Contact Person is David Kindler X 4087
For an estimate for your Bull Mailing
501 Forest Ave. Portland Maine

- Runs all addresses through the NCOA Link
  - And print mailing pieces with approved addresses
- Address, folds, inserts & groups in zip order
- Trays or sacks the bulk mailing
- Places USPS code cards on each tray or sack
- Makes out all paperwork
- Sends bulk mailing to USPS distribution facility
WARNING: EXTRA CHARGES MAY BE APPLIED

If you decide to prepare your bulk mailing yourself
Your mailing must arrive:

- Properly addressed
- Grouped in correct zip code order
- Letters placed in trays or sacks if flats
- If mailing arrives to mail centers and needs to be redone the cost will be $30.00/Hr. plus cost of postage
ANCILLARY SERVICE ENDORSEMENTS

- Or Current Resident
- Address Service Requested = $
- Return Service Requested = $
- Change Service Requested = $
- Forwarding Service Requested =$
PREPARING A BULK MAILING

- **First Grouping:**
  All the following zip codes can go into the same tray with tabs separating them (only first 3 digits)
  039  041  043  048
  040  042  045

- **Second Grouping:**
  All the following zip codes can go into another tray with tabs (only first 3 digits)
  044  047
  046  049

- **Third Grouping:**
  All the following zip codes can go into another tray with tabs (only first 3 digits)
  and all other out of state zip codes in Numerical Order

We only need to use rubber bands in a bulk mailing for large flats (large yellow envelopes for example) and postcards. We would put about 25 pieces (Flats) in each using 2 rubber bands. Rubber bands are not to obscure the zip codes. For Post Cards it is as many as can fit in RB

- **For more information please contact the Mail Services Department: X4288 or 5258**
Portland Mail Center
X 4288
Jean Cavanaugh
Supervisor
Pat Meserve
Mail Operator
John Martin
Mail Carrier

Gorham Mail Center
X 5258
Tim Wall
Mail Operator

Mail Operator