

Guide to United States Postal Services

First-Class Mail.

Use First-Class mail for sending letters, postcards, postal cards, greeting cards, personal notes, Checks and money orders. First-Class mail is generally delivered overnight to locally designated cities and within 2 days to locally designated States. Delivery by the fourth day can be expected for remaining outlying areas.

Third Class Bulk Mail.

Bulk mail is the least expensive method of sending mail. Since the regulations have changed for Bulk Mailings, please see a staff member in the Post Office for instructions.

Business Reply Mail.

Business reply is used when a department wants

To ensure the maximum reply to a particular mailing, by supplying the recipient with a preaddressed, prepaid envelope or post card. The department pays only for the replies that are returned. The campus post office will charge your department at the end of each month for business reply mail.

The U.S. Postal Service has established a special format for business reply mail. Please contact the campus post office for these requirements before having your return envelopes or post cards printed.

International Mail.

International Mail is any mail that is being sent outside of the United States, (i.e. Canada, Mexico and overseas). However, Puerto Rico, the U.S. Virgin Islands, Hawaii and Alaska are not considered international. Because the rates for international mail are different than those of domestic mail, international mail should be separated so as to avoid incorrect stamping. This could result in mail delays.

Departments are responsible for clearly marking the piece "air mail" and keeping it separate from domestic mail. If you have a parcel post to send via international mail (air or surface), please contact the Wheaton post office about filling out a Customs Declaration Form and a Customs Declaration Slip, both of which are needed for international mailing. They are available at the campus post office.

Certified Mail.

Certified mail provides proof of delivery of mail. The sender receives a mailing receipt at the time of mailing, and a record is kept at the recipient's post office. Certified mail is only available for First-Class Mail or Priority Mail. Certified mail is not available for international mail and it does not offer insurance protection. The post office has the necessary paperwork needed to send certified mail. Please do not leave outgoing certified mail in the mail slots at the Balfour-Hood Center Post Office; hand it directly to a post office staff member. Have certified mail. Certified mail may be picked up At the campus post office window and requires a signature.

Return Receipt Requested.

This is the sender's proof of delivery. A return receipt can be purchased for mail sent CODS, Express, insured for more than \$50, registered or certified. The return receipt shows who signed for the item and the date it was delivered.

Express Mail.

Express mail is the fastest service. It offers guaranteed delivery service 365 days a year. Important letters, documents and merchandising may be sent Express Mail. Depending on your destination, your mail will be delivered to the addressee by noon or by 3 p.m. the next day. Envelopes for express mail can be obtained in the campus post office. After you complete the address form, the post office staff will stamp the postage on the envelope and return your part of the receipt the next day. You will receive e-mail when you receive Express Mail. You may be picked up at the campus post office window, a signature is required on Arrival mail system palm pilot.

Priority Mail.

When the speed of Express Mail is not needed, but preferential handling is desired, use Priority Mail. Priority Mail offers faster delivery at the least expensive rate. You also have the option of sending mail weighing less than 11 ounces as Priority Mail. Envelopes, stickers and labels for Priority Mail can be obtained in the campus post office.

Insurance.

This service provides indemnity for items lost or damaged in the postal service. Insurance fees are based on the declared value of your package.

Postal Information on the Internet.

A wealth of information is available at your fingertips when you visit the United States Postal Service Web Site on the Internet at <http://www.usps.com>. You can look up zip codes or get answers to frequently asked questions. The Web site is continually changing. Visit often for your postal information needs.

Postal Rates

First Class Mail	\$.39 first oz. (.24 each additional oz.) Total cannot exceed 13 oz.
First Class Post Card Dimensions: 6 in x 4 1/4 in	\$.24 per card
International Mail letter	.84 per half oz.
Bulk Mailing (third class only)	.132 each
Business Reply Envelope	.50 First Class + .02 USPS Handling Fee
Post Card	.20 First Class + .02 USPS Handling Fee
Certified Mail	\$2.40 per receipt + postage
Return Receipt Card	\$1.85 ea.
Express Mail Up to 8 oz.	\$14.40 ea.
over 8 oz. Up to 2 lbs.	\$18.80 ea.
Priority Mail up to 2 lbs.	\$4.05 ea.
Return Receipt Requested after mailing	\$ 3.45 per Receipt

Insurance \$1.60 per \$100.00
(\$500 Maximum)

Packages weighing more than 1 pound must be hand delivered to the counter of the Norton Post Office and sent from there. Identification is required.

For further information on postal rates, visit the United States Postal Service website at <http://www.usps.com>

Helpful Hints for Addressing Mail

The Post Office offers some helpful guidelines to follow when addressing mail. By following them, you will help them get your mail to the addressee quickly.

Format

- Capitalize everything, using plain block letters. No matter how legible your handwriting is, machines have trouble-reading script.
- Omit all punctuation in the address, except hyphenate the ZIP +4 Code.
- Use the common abbreviations available in post office lobbies.
- Use the two-letter state abbreviations.
- Use the complete and correct ZIP codes or ZIP +4 codes. Zip code information can be obtained by contacting the local post office.
- Make sure that endorsements for special services are placed above the delivery address or below the return address (I.e. Air mail etc.)

Destination Address

Be sure to include:

- Recipient's name (and/or company name, if applicable).
- Recipient's street address, post office box number, rural route number and box number, or highway contract route number and box number. In addition, include the following in the address line:
 - Suffix: AVE (Avenue), ST (Street), DR (Drive) RD (Road), etc.
 - Directional: E (East), NW (Northwest), etc.
 - Locator: RM (Room), STE (Suite), APT (Apartment) number, etc.
- Recipient's city, state, and ZIP Code or ZIP +4 Code if known. For international mail, include the city or town, and province or state name. The applicable foreign postal code, if known, should go on the same line as, and in front of, the city or town name.
- the country name, in capital letters, should be on the last line of the address for *international mail* only.

Return Address

Include all the elements of the destination address. The return address should appear in the upper left corner of the mail piece.

Dual Addressing

When a post office box number and a street address are used, make sure that the place you want the mail delivered to appears on the line immediately above the city, state, and ZIP code line, and that the ZIP Code or ZIP+4 Code corresponds to that address. For example:

GRAND PRODUCTS INC
475 LENFANT PLZ SW RM 123
PO BOX 320(*mail will be delivered here*)
WASHINGTON DC 20260-6320

(Zip+4 corresponds to post office box)

ZIP Code

The ZIP Code is extremely important in the processing and delivery of mail. You must use the ZIP Code in your return address and the mailing address.

ZIP+4 Code

In 1983, the Postal Service began use of an expanded ZIP Code called ZIP+4. It is composed of the original five-digit code plus a four-digit add-on. Use of the four-digit add-on number is voluntary. However, this add-on number helps the Postal Service direct mail efficiently and accurately. Even if you prefer not to use your four-digit add-on number, using the correct five-digit ZIP Code helps prevent delays.

The four-digit add-on number identifies a geographic segment within the five-digit delivery area such as a city block, an office building, and individual high-volume receiver of mail, or any other unit that would aid efficient mail sorting and delivery. Using the ZIP+4 Code reduces the number of handlings and significantly decreases the potential for human error and possibility of misdelivery.

