



**2014**

**Postal Service**  
**And**  
**SUHSD**  
**REGULATIONS**



**Presented by Mail Services**

# Sweetwater Union High School District



## **PRESENTATION #1**

You can send practically anything when you pay full price, but **our object is to save the district money while getting the mail out expediently!**

In 2007 the way mail was done changed drastically. In the first part of my presentation I will give an overview of these changes and other major changes that were made in 2008.

There are a number of things that happen regularly in the mail

production that need to be discussed,  
and if changes can be made it will  
save time and money.

## **PRESENTATION # 2**

### **First-Class Mail®**



#### **Single-Piece**

- Letters 48¢ for first ounce
  - Nonmachinable surcharge 20¢
- Additional ounce 20¢
- Postcards 34¢
- Flats 98¢ for first ounce
- Parcels \$2.32 for first ounce
  - This includes envelopes over 12"x15"

## **First-Class Mail®**

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  - **Nonmachinable surcharge 20¢**
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► **Parcels \$2.32 for first ounce**  
**(This includes envelopes over 12"x15")**

## **PRESENTATION #3**

### **Size Matters – Example**

**Flat-size to letter-size envelope - 2 Oz**

**\$ 2.32**



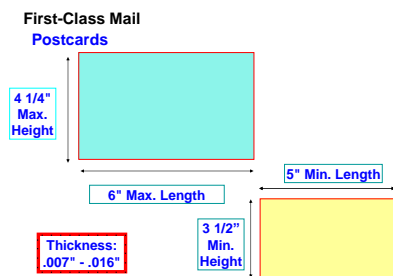
**69 Cents**



**Savings of \$1.63 Cents**

## **PRESENTATION # 4**

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## **Postcards**

**Maximum Height**

**4 1/4"**

**Maximum Length**

**6"**

**Minimum Height**

**3 1/2"**

**Minimum Length**

**5"**

**Thickness**

**.007" - .016"**

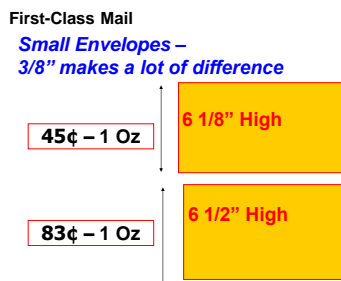
**When purchasing or creating your own postcards please be aware that the paper needs be heavy and cut within the sizes listed.**

**(90 stock for small/110 stock for large)**

**Mass mailings have more stringent requirements: contact Duplicating for specific information.**

## **PRESENTATION #5**

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**Be aware**, there are two small envelopes that are very much alike in looks and size.

One is **6 1/8 inch high** and will go as first class (unless it is too heavy)

The other is **6 1/2 inches high** and goes as a “flat” or large envelope.

As you can see the smaller can go for as low as **48 Cents**, the larger starts at **98 Cents**.

You can often fit the same amount of papers in each one; however you will **save 50 Cents** (on the first ounce if you use the smaller).

Using the larger envelope when sending a large mailing can cost you a much more.

## **PRESENTATION #6**

### **BEST CHOICES**

**Mail postcard size if possible –  
35% savings!**

**Mail letter size is next**

**#10 envelopes**

**Self Mailers**

**6 x 9 envelopes**

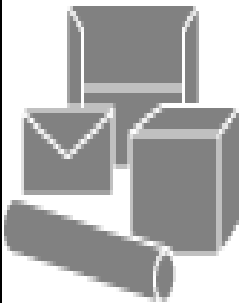
**ANYTHING LARGER THAN 6 X 9**

# **IS NO LONGER "LETTER" RATE**

**Flat envelope is the next size**  
**Reduce parcel sizes**

**REMEMBER – Small and Flexible is GOOD!**

## **PRESENTATION #7**

  Total size: 108" Wt, Lth, Girth	70 lbs or less	1-2 days money-back guarantee	\$\$\$ based on weight, and distance	Express Mail
		1-3 days on average	\$\$ based on weight, shape, and distance	Priority Mail

Envelopes, Flats, Parcels, Boxes and Tubes

(70 pounds or less)

The fastest and most secure way to send most mail is "EXPRESS" (to most places it is next day






delivery). It is traceable\*, however it is relatively expensive.

Priority Mail is the next fastest, it is also more affordable, but is not able to be tracked unless extra services are added.

Mail can be tracked by adding the following:

- ▶ Certified Receipt
- ▶ Delivery Confirmation
- ▶ Signature Confirmation

## **PRESENTATION #8**

70 lbs or less  3.5 oz or less	1-3 days	\$ based on weight and shape	First-Class Mail
70 lbs or less 	2-8 days*	\$ based on weight and distance	Parcel Post
70 lbs or less 	2-8 days*	\$ based on weight	Media Mail
	* Excluding	Alaska and	Hawaii

**First-Class** mail is reliable, and usually very affordable. As with Priority it needs extra services added in order to be tracked.

**Parcel Post** is based on weight and distance; it can be tracked by adding extra services. It is less expensive, but slower.

**Media Mail** is a good choice for books, DVD's, CD's, film, etc. It is the least expensive, and also slower. It can also have tracking services added.

## **PRESENTATION #9**

### **National Change of Address 2008**

This relates to the following mailings:

1st Class Presort

Standard and NonProfit

(Commonly known as "Bulk" mailings)

**BULK mailings must only be  
done by Duplicating**

The standards are stricter than in the past.

Nothing can be mailed unless the

**name and address**

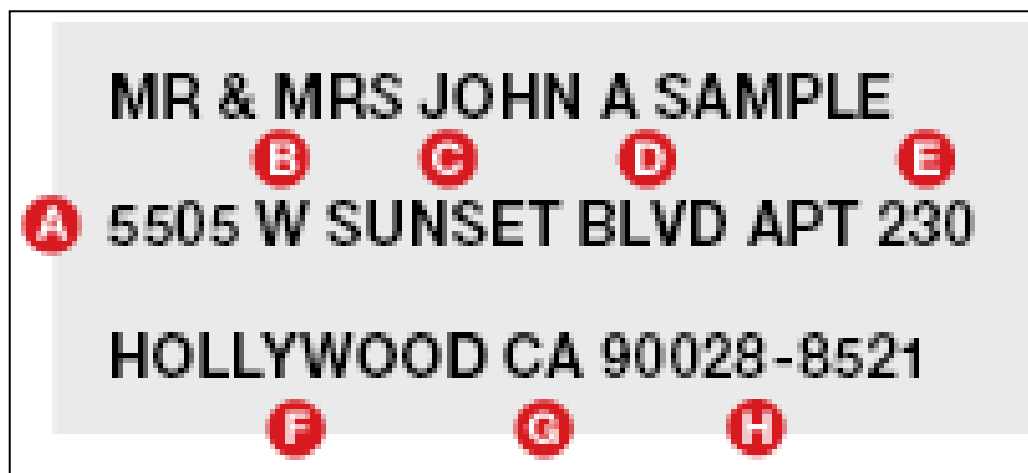
match those recorded in the USPS files

Our district has purchased a program which eliminates the addresses that do not comply. This program is only available for mail done in the Duplicating Department.

Contact Duplicating for more information

## **PRESENTATION #10**

### **Basic Address Quality Standards**



A. Delivery address information, including apartment number, placed on the same line

B. Predirectional (N, E, SW, NW etc) in delivery address line

- C. Correct spelling of street name
- D. Correct suffix for delivery address
- E. Secondary address information – Apt, Spc, Unit, etc
- F. Correct spelling of city name – **no abbreviations**
- G. Standard state abbreviation
- H. Correct ZIP Code

## **PRESENTATION #11**

### **Endorsements**



The two endorsements used are:

### **ADDRESS SERVICE REQUESTED**

Mail forwarded, card returned to sender with forwarding address, charge of 75¢.

### **RETURN SERVICE REQUESTED**

Mail returned to sender with new information, will be charged at the first class rate.

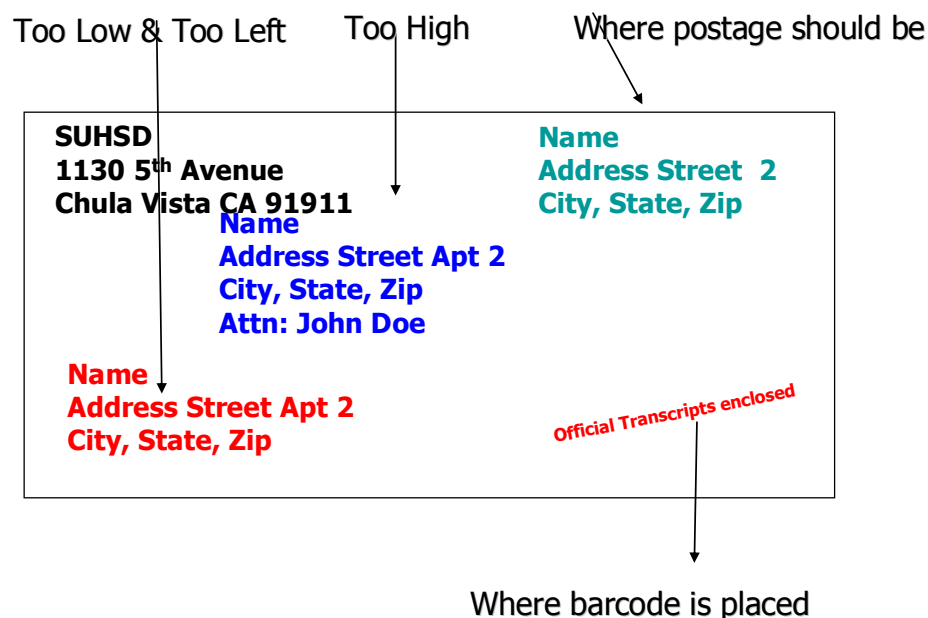
**The endorsement must be placed in one of these four positions.**

1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any price marking.
4. directly below the postage area and below any price marking.

## **PRESENTATION #12**

### **Poor Examples**

#### **Addressing in wrong places**



## **Address format is very important**

**On standard envelopes keep address towards the center of the envelope.**

**Below are the parameters:**

**Leave 5/8" across the bottom of the envelope to allow for barcodes, etc.**

**1/2" on the right and left sides of the envelope**

**1 1/2" on the top of the envelope**

## **PRESENTATION #13**

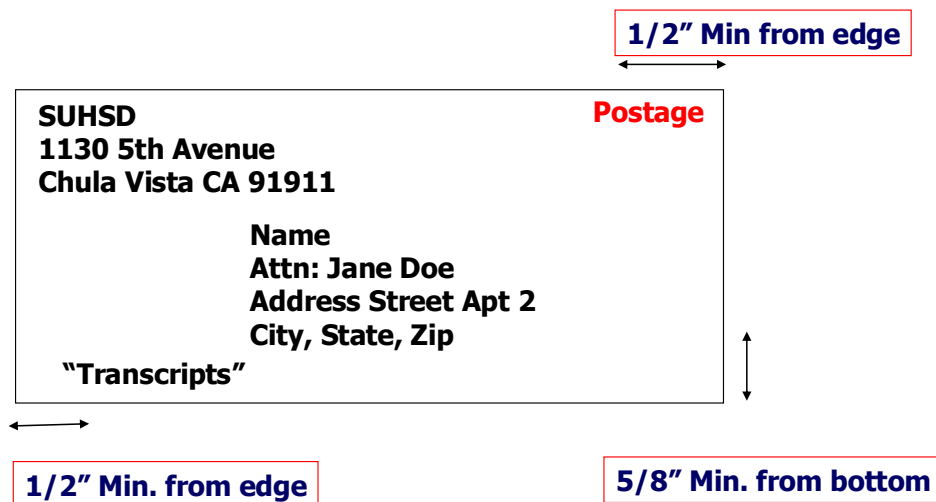
- The **last line on all addressing** needs to be the **City** (not abbreviated), the **State** (using the official abbreviation), and the **Zip** code (plus four if possible). **No extra information.**
- Make sure the total address shows through window envelope and nothing else. Do not have colored paper visible through the window.
- Notations, such as "Attn:", "Official Transcripts Enclosed", etc need to be kept to the left of the address, not below or in the right corner of the envelope.

- **Use black or blue ink only!** No pencil, purple, green, red, or other color of ink.
- Use only white envelopes for best prices.
- First class mail must be sealed. **Do not tuck in the flap of the envelope.**
- Please make sure contents of letter are folded so that it fits and nothing is protruding (this allows letters to seal with no problem).

## **PRESENTATION #14**

### **Good Example**

Addressing in right places



**Address format is very important**

**On standard envelopes keep address towards the center of the envelope. Below are the parameters:**

**Leave 5/8" across the bottom of the envelope to allow for barcodes, etc.**

**1/2" on the right and left sides of the envelope**

**1 1/2" on the top of the envelop**

## **PRESENTATION #15**

### **Mailing Tips**

- Allow plenty of time if you wish your mail to go out as Standard or Nonprofit; the post office has 3-5 days to process this mail and it can take a week or more to arrive.
- When creating your own self mailers, use white paper for the outside sheet, you can use any color on the inside.



- Mail Services handles US Postal Service mail only. Contact Purchasing for Req or the specific company you wish to use. The warehouse at district headquarters is a pick up point.

## **PRESENTATION #16**

### **Blue Bag Mail**

- On inter office envelopes cross out previous name and then add your own.
- Use first name or initial, full last name, and site or department.
- Cum records should be size appropriate bags.

Regular large envelopes for those under 13 Oz

Tyvek Priority bags for those over 13 Oz

Use your return address.

Make sure they are all sealed well, even those that are going inter district.

- Put mail which needs postage in the red bags.
- Before placing mail in the blue bag check to see if the arriving mail has been removed first.
- Make sure when mailing outgoing mail that the return address is on the envelope.
- Make reference to Board Policy #3522 on Personal Mail.