

**Meter Mail Guidelines and U.S. Postal Regulations**

Mail metering is a service offered by PMS Solutions-Mail. Outgoing U.S. Mail is collected by University mail officers from departments at the same time deliveries of incoming U.S. and Campus mail are made. In order to process your outgoing mail effectively, certain guidelines must be observed. These guidelines enable PMS Solutions-Mail to affix the proper postage to each department's mail. Compliance with these guidelines also helps to ensure prompt and efficient handling of the mail by the U.S. Postal Service. This results in your mail arriving at its destination without delay and at the lowest possible cost to your department.

PMC Solutions utilizes code/barcode numbers for the purpose of identifying departmental mail. These code numbers may be used not only for postage meter service, but may also be used to identify your department when completing a United Parcel Service shipment form or Postal Service Bulk Mail form.

Daily records are kept of the amount of meter postage used by each department. Therefore, it is necessary that mail to be metered has your departmental return address and the metering code number on the mailing pieces as identifiers.

Letter size envelopes to be metered must be grouped separately by the following categories:

1. All envelopes to U.S. addresses
2. Envelopes addressed to Canada or Mexico
3. Envelopes addressed to all other foreign countries
4. Envelopes with handwritten addresses

Thin rubber bands serve as an excellent means of separation. Once envelopes are separated and rubber banded, simply place your metering code/barcode on the top envelope of each bundle.

All other mail must be separated from your meter mail and grouped as follows:

5. Outgoing UA mail to which postage stamps have been applied.
6. Campus (interdepartmental) mail.

PMS Solutions-Mail equipment will automatically close and seal business size envelopes if the letter flaps are left up, except for thick envelopes.

Thick envelopes, one-half inch or thicker, must be sealed prior to collection because the equipment will not seal envelopes of this thickness when they are metered.

Certified, insured, registered, and international mail weighing 16 ounces or more must be brought to the Campus Post Office by 3:45 p.m. daily for processing.

Postal Express Mail Service is available to departments for the shipment of any mailable matter weighing 70 pounds or less. Next day delivery is guaranteed by the U.S. Postal Service to limited locations. Please contact PMS Solutions-Mail for ZIP code appropriate deadlines.

Flats (envelopes larger than standard business envelopes) must be sealed prior to collection by mail officers as the equipment will not seal these items. Flats are to be kept separate from letter mail and grouped according to the categories listed above, numbers 1 through 6.

Parcels must be wrapped in a manner that is acceptable to the U.S. Postal Service. Parcels weighing 16 ounces or more addressed to foreign countries require a customs notice. Please contact the Campus Post Office at extension 5-2650 for information.

Classifying Mail – To ensure that parcels and flats are mailed at the proper rate, be sure to stamp or write conspicuously on the address side of each package the class of mail desired, otherwise unmarked flats will be mailed first class and unmarked parcels will be handled as priority mail. Information regarding classes of mail appears below:

First Class: All mailable matter may be sent first class. Some mail, hand-written or typewritten, having the character of actual and personal correspondence, must be mailed first class. The weight limit is 13 ounces.

Priority: Essentially the same as First Class, but used for items weighing more than 13 ounces and not exceeding 70 pounds. Delivery time is normally 2-3 days to most domestic destinations.

Parcel Post: Rate used for parcels weighing between 16 ounces and 70 pounds. Delivery time slower than that for Priority Mail.

Media Mail (Book Rate): To qualify for this rate the item(s) being mailed must be one of the following: books of at least 8 printed pages containing no advertising; 16 millimeter or narrower films; printed music; printed objective test materials.

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