



# PORTLAND PUBLIC SCHOOLS



## USPS MAIL PREPARATION GUIDELINES

### GENERAL INFORMATION

All mail should include a complete destination address and a complete return address. USPS ZIP code information is available online at: <http://zip4.usps.com/zip4/welcome.jsp> or at 1.800.275.8777.

Address information should be in block format, upper case letters, single-spaced, with a 10 or 12 point font.

Destination address information should be placed higher than  $\frac{5}{8}$  inch and lower than  $2\frac{3}{4}$  inches from the bottom of the envelope and more than  $\frac{1}{2}$  inch from the left or right edge.

Properly prepared machine or computer generated letters are eligible for a discounted presort postage rate.

Attach a note to mailings requiring SPECIAL HANDLING (International, Certified, Parcel Post, Insurance, etc.).

Schools must provide a chartfield and contact information for mailings over 20 pieces of standard business mail or for mailings requiring special handling.

Administrative offices must provide a chartfield and contact information for mailings over 100 pieces or for mailings requiring special handling.

Rubber band or box the mailing to be metered so it will remain intact during transit.

Cover mailings from inclement weather.

Please call Mail Services as early as possible at 503.916.3783 when mailings consisting of more than 100 items are expected.

Separate personal mail from district mail. Personal mail should be brought to Mail Services and placed in the box marked Pre-Stamped USPS Mail.

USPS and Presort Pick-up occur at 3:00 pm and 4:00 pm respectively.

## LETTERS

	<u>MINIMUM</u>	<u>MAXIMUM</u>
LENGTH	5 INCHES	11½ INCHES
HEIGHT	3½ INCHES	6⅛ INCHES
THICKNESS	0.007 INCH	¼ INCH

Use standard envelope only for mailings that can be **folded** and **pressed** to standard size. **Letters exceeding ¼ inch thick are metered at the flat rate.**

Separate handwritten envelopes from those envelopes that are machine or computer generated.

Separate sealed envelopes from unsealed envelopes.

Group unsealed envelopes together with the flaps in the down position.

Remove all post-its, and paperclips from the outside of individual envelopes.

## LARGE ENVELOPES (FLATS)

	<u>MINIMUM*</u>	<u>MAXIMUM</u>
LENGTH	11 ½ INCHES	15 INCHES
HEIGHT	6 ⅛ INCHES	12 INCHES
THICKNESS	¼ INCH	¾ INCH

\* Flats exceed at least one of these dimensions

Use the appropriate size flat for your mailing. **Flats exceeding 15 inches in length are metered at the parcel rate.**

Use new manila envelopes for USPS mailings.

Flats must always be addressed with the flap on the right side.

Send flats to Mail Services sealed. Place clear tape over any clasps.

## PACKAGES

LENGTH	The longest side of the package
GIRTH	Measurement around the thickest part (Perpendicular to the length)
LENGTH PLUS GIRTH	Cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)

Prepare packages securely for mailing. Tape the opening of your box and reinforce all seams with 2 inch clear or brown packaging tape.

Provide a complete return address on packages. Destination address with ZIP code should be clearly visible.

## POSTCARDS

	<u>MINIMUM</u>	<u>IDEAL</u>	<u>MAXIMUM</u>
<b>HEIGHT</b>	3 ½ INCHES	4 INCHES	4 ¼ INCHES
<b>LENGTH</b>	5 INCHES	6 INCHES	6 INCHES
<b>THICKNESS</b>	.008 INCH	.012 INCH	.016 INCH

Postcards smaller than 4¼ inches by 6 inches are metered at the postcard rate.

Postcards larger than 4¼ inches by 6 inches are metered at the full first class rate.

Leave a 1½ inch space moderately clear on the upper left edge of the address side of the postcard. (Concentrated blocks of ink in this area confuse the Postage Machine sensors).

Leave a ¾ inch by 1½ inch area **completely blank** at the upper right edge of the address side of the postcard for the postage insignia to be clearly displayed.

Use non-glossy card stock (postage ink smears on glossy postcards).

Use light, single colored card stock when printing postcards.

Arrange postcards so the addresses face the same direction.

## **U.S. MAIL CLASSIFICATIONS**

More information is available online at <http://www.usps.com/prices>

Postcards – Postage for postcards ranging from 3½ inches by 5 inches to 4¼ inches by 6 inches is 28¢. Postage for postcards larger than 4 ¼ inches by 6 inches is 44¢. Average delivery time is 1 to 3 days.

Presort First Class – Qualified Letter size mail up to 2 ounces, sorted by ZIP code. The cost is .38¢ for the first ounce (including presort labor fee) and .125¢ for each additional ounce. An Address Service endorsement is required on each mail piece. Average delivery time is 1 to 3 days.

Regular First Class – Letter Postage is 44¢ for the first ounce, with 17¢ for each additional ounce (up to 3.5 ounces) and up to ¼ inch in thickness. Average delivery time is 1 to 3 days.

Priority – Prices are based on weight and distance with a starting price of \$4.90. Flat rate options are available with a starting price of \$4.90. Average delivery time is 1 to 3 days.

Express – Prices are based on weight and distance with a starting price of \$13.65. Flat rate options are available with a starting price of \$18.30. Overnight delivery is available for most locations.

Parcel Post – Prices are based on weight, shape, and distance with a starting price of \$4.90. Average delivery time is 2 to 8 days.

Media Mail – Contents are limited to books, manuscripts, sound recordings, recorded videotapes, and computer-readable media (not blank). Prices are based on weight with a starting price of \$2.38. Average delivery time is 2 to 8 days.

Library Mail – Contents are limited to books, sound recordings, academic theses, and certain other items mailed between academic institutions, public libraries, museums and other qualified organizations. Prices based on weight with a starting price of \$2.26. Average delivery time is 2 to 8 days.

Standard - 200 piece minimum mailing. Postage depends on the mailing service you choose and the characteristics of your mail piece. Mail must be prepared according to strict USPS requirements and delivered to metro area within 8 business days. Preparation service is only available through an approved mail preparation service. For more information, please contact an approved mail preparation service or call 503.294.2417 to register for mail preparation seminars hosted by USPS.

Our Mail Services personnel can advise you of the most effective and efficient delivery options.

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We appreciate your cooperation in the proper preparation of the mail. If there are ways in which we can improve the mail service to individual departments, please let us know. If it is possible to accommodate your request within the constraints of our personnel and budget, we will be happy to do so. If you have any questions about these procedures, please call Glen Harrison at 503.916.3243 or Mail Services at 503.916.3783.