Mail Guide

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Mailing Services
208 Edgemont
Alamosa, CO 81102-0001
Phone: 719-587-7101 fax: 719-587-7527
http://www.adams.edu/res_services/mail_room/
gpcook@adams.edu

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**Hours of Operation**

**Richardson Hall Mailroom:**
**Fall & Spring Semester:** 8:00-12:00, 1:00-4:30 Monday-Friday 7:30-12:00, 1:00-summer session: 4:00 PM Monday-Friday
Closed from 12:00-1:00 PM year round.

The College Center Mailroom:
**Fall & Spring semesters:** 10:00 AM to 5:00 PM Monday – Friday with Saturdays and evening hours when possible.
**Summer Session** varies but is generally 10:00 am - 4:00 PM Monday - Friday

**Incoming Mail**

Mailing Services picks up incoming mail from the Alamosa Post Office at approximately 8:00 AM every weekday morning. The mail is then sorted into appropriate mailboxes either in Richardson Hall (faculty, staff & departmental mailroom), or the College Center Mailroom (student mailroom). Sorting is usually completed in the RH Mailroom by 10:00 AM and into the College Center Mailroom by 12:00 noon.

**Outgoing Mail**

Mailing Services delivers outgoing mail to the Alamosa Post Office at 4:30 PM during the school year and 4:00 PM during summer hours. All mail should be to the mailroom at least 30 minutes in advance of mailroom closing time.

**Types of Mail & Packages Accepted**

- Campus Mail to any ASC department, division, employee or student.
- Any stamped U.S. Mail (including Business & Meter Reply Mail). Please sort into stamped basket; **do not mix with metered mail.**
- Any unstamped college related mail that needs metered.
- Other packages & Express shipments described in this guide.

**Campus Mail Policies and Procedures**

On a daily basis Mailing Services receives Campus Mail that is undeliverable for various reasons, which leaves us to spend time searching for the addressee in order for it to be delivered. Please follow the guidelines below to ensure timely delivery.

- Campus Mail should include recipient’s first & last names, department, and box number (especially for student mail). Lack of complete address could result in returned/undeliverable mail.
- Confidential Campus Mail must include a complete return address and be sealed.
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- Use of campus mail envelopes should be used whenever possible. Except for student & confidential mail.
- First Class envelopes should not be used for Campus Mail unless it is confidential mail or going to a student box.
- Campus Mail must be sorted into the Campus Mail basket. Do not mix Campus Mail with First Class Mail.
- Large Campus Mailings must be done in one of the following ways:
  - Addressed pieces must be sorted by department, or in box number order for student mail, and rubber banded, paper clipped, or fastened together by some means so they will not separate.
  - Non-addressed fliers do not need to be sorted. These mailings may be dropped off at RH mailroom for students & faculty, or the College Center Mailroom for students.

Good Mailing Practices

Separation of mail:
Note: Mail must be facing one direction with all return addresses in the upper left hand corner of stack, do not put mail upside down or backwards.
Letter sized mail will receive faster processing through Mailing Services and the Post Office if it is separated and rubber banded in the following bundles: Please group all department metered mail together after you have broken them down as followed.

- Stamped Mail (Please sort into stamped mail basket)
- Campus Mail ((Zip Code 81102) Please Sort into Campus Mail Basket)
- Special Service Mail (Registered, Certified, Insured, etc.)
- Foreign Mail
- Alamosa Mail (Zip Code 81101)
- Valley Mail (Zip Codes with 811--)
- Colorado Mail
- Mixed State Mail (Including: APO, FPO, and US territories)

Sealing Envelopes:
To save you time, letter sized metered mail can be sealed at the same time it is metered. Make sure items are bundled according to previous sorting requirements. Do not let envelope flaps overlap, this causes damage to flaps and makes them harder to seal.

Note:

- Manila envelops and large or overstuffed regular envelopes must be sealed prior to coming to the mailroom.
- Care should be taken when folding and inserting mail that the item inside the envelope does not stick out past the top of the envelope. This will result in your mail being returned.

Group weights:
Items that are heavier than 1 Ounce should be separated from mail less than 1 ounce.
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Non-Standard Size Mail:
To avoid delays and extra expense, use machine compatible size mail. A surcharge per piece will result for mail pieces that:

- Weigh one ounce or less that exceeds 6 1/8” high, 11 1/2” long or ¼” thick.
- Don’t meet guidelines under Designing Mail pieces.

Note: The minimum size for a letter or postcard is 3 ½” x 5” and .007” thick. Any piece less than these dimensions are unmailable, no exceptions can be made, these are Postal regulations.

Do’s and Don’ts of Mail Preparation:

Do’s:
- Do face and rubber band mail into bundles as described previously
- Do make sure all foreign country addresses are in English with the name of destination country on the last line
- Do wrap packages correctly
- Do mark out bulk mail permit imprint when mailing as a single piece or enclosing in an envelope
- Do use the proper forms when mailing Express mail & FedEx packages
- Bundle all metered department mail together
- Mark out any old labeling on reused boxes
- Do not use Priority or Express Mail packaging for anything other than what they are designated for

Don’ts
- Don’t mix Campus Mail with metered mail
- Don’t mix stamped mail with metered mail
- Don’t put hand cancel, or oversized mail with regular mail
- Don’t put irregular objects, such as pens & pencils, into letter sized envelopes

Reasons for mail being returned to department:

- Campus mail not separated from outgoing
- Stamped mail not separated from metered mail
- Outgoing mail not bundled correctly
- Contents of letter to bulky to be sealed by postage machine. Must be sealed by department
- Envelope to large to be sealed by Postage Machine. Must be sealed by department
- All outgoing mail must have correct zip codes, find these @ http://www.usps.com/ncsc/lookups/lookup_zip%2b4.html or by contacting the mailroom
- Metered mail must have a complete ASC return address, including department name. No personal addresses.
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- Keep upper-right hand corner of metered mail free of words, stickers or printing
- Incorrectly prepared for class of mail requested
- Improper or incomplete address
- Certain items cannot be mailed in letter-sized envelopes; they must be placed in manila envelope. These include:
  - Pens
  - Pencils
  - Keys
  - Etc.
- Item exceeds size/weight limit for services selected
- Pre-stamped mail must be sealed
- Bundle letters separately from flats
- Whenever possible combine mail into one envelope to save postage costs
- All items larger than a Regular letter and going to foreign or military addresses must be accompanied by a US Customs form

**Note:**
In many cases Mailing Services will fix problems associated with mailings, however if we are unable to solve the problem, or if it has been a reoccurring problem, we will return mail to you so that you will know what is wrong and can then prevent future mistakes.

**Permit Imprint Mailings**

Permit imprint mailings are a form of postage that instead of metering or stamping mail allows us to mail items. There are some requirements for such mailings. Among them are size of the mailing, design & dimensions of mail-piece, type of material in mailing, and pre-sorting the mailing.

**Note:** Adams State College requires that any mailing of 200 pieces that meet the requirements of **Standard Mail** must be sent at Standard Mail rates. This requires preparation by the mailing department, for preparation instructions please see **Bulk Mail Instructions**. If the department chooses to send the mailing at first-class rates instead you must provide a budget code so the mailroom can bill you for the difference in postage (First Class rate - Standard mail rate).

**Permit imprint first class mail (Permit #16):**

- Any mailable item can be mailed as first class, except as mentioned above, but some must be sent at First Class Mail, if they meet the standards in the **First Class Mail** section of guide.
- There is a 500 Piece minimum to send a First-Class Permit Imprint Mailing. If there is less than 500 pieces and items must go first class they must be metered.
- Size limitations and restrictions apply please see **Designing Mail Piece** section of guide.
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**Standard mail** (Bulk Rate Mail) (Permit # 80)

- Standard mail consists of items described in the Standard mail section of this guide, such as fliers and advertisements.
- 200-piece minimum. If there are less than 200 pieces items must be metered at first class rates. (There are some exceptions please contact the mailroom if you think your mailing might apply)
- Size limitations and restrictions apply please see Designing Mail Pieces.

**Designing Mail Pieces**

Mail piece design is critical in order to meet certain guidelines that the postal service has established. Designing mail pieces should take careful and thoughtful planning. The mailroom has several templates and publications that can be loaned out. These will help insure that your mail piece will be accepted by the U.S. Postal Service and will not be delayed in transit due to poor design. Listed below are some of the common guidelines that are often overlooked.

- Minimum size requirement 3 ½" x 5" and at least .007" thick. *For all mail classes.*
- Maximum postcard size 4 ¼" x 6"
- Nonstandard surcharge for mail weighing less than one ounce. This surcharge per piece will be added to postage for violation of any of the following:
  - Maximum thickness ¼"
  - Length greater than 11 ½"
  - Height greater than 6 1/8"
  - If its aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 1.25, inclusive (use template, available in mailroom).
- Incorrect / lack of permit imprint
- Incorrect return address
- Paper color wrong, mail cannot be metered
- Printing or address in barcode clear zone
- Printing, stickers or address in postage area

These are a few of the common mistakes. Failure to have mail piece approved by the mailroom manager could result in it being rejected by the mailroom or U.S. Postal Service or being unmailable. **Even if you have mailed similar items in the past it is strongly suggested that you obtain approval from the mailroom manager before printing.**

**Domestic Mail**

**First Class Mail**

- Is not delayed in handling
- Is closed against Postal inspection
- Any mailable matter may be sent as First Class Mail. (First Class mail includes Priority & Express Mail).
Mailing Services
208 Edgemont
Alamosa, CO 81102-0001
Phone: 719-587-7101 fax: 719-587-7527
http://www.adams.edu/res_services/mail_room/
gpc@adams.edu

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- Matter described below **must** be mailed at First Class Rates (or Priority Mail & Express Mail rate):
  - Matter wholly or partially in handwriting
  - Matter wholly or partially in typewriting
  - Matter that has the character of actual and personal correspondence
  - Bills and statements of account

**Examples of First Class Mail**
These are examples of material that must be mailed at First Class, Priority, or Express Mail rates:

- Handwritten or typewritten matter
- Personal correspondence.
- Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
- Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or un-canceled.
- Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.
- Any matter marked "Postcard" or "Double Postcard."

**First Class Presort**
Any First Class Mailing that has 500 pieces or more must be mailed at Pre-sort rate. This is a work-sharing program with the US Postal Service that gives the college a discount on postage for us preparing the mailing. Preparation required for instructions, please contact the mailroom.

**Priority Mail**

- Priority Mail is First Class Mail weighing more than 13 ounces and, at the mailer's option, any other mail matter (including regular First Class Mail) weighing 13 ounces or less (1 lb. Flat rate applies).
- The maximum weight limit is 70 pounds, except for some APO and FPO mail.
- Any mailable item can be sent Priority Mail.
- **Item(s) must be marked "Priority" or "Priority Mail" and must be placed prominently on the address side of each piece of Priority Mail.**

**Advantages:**

- Relatively quick service (2-3 day average delivery)
- Relatively low cost for small packages & envelopes (compared to FedEx and Express Mail)
- Many supplies are free (envelopes, boxes, etc.)
- Can give customers a good impression
Disadvantages

- No guaranteed delivery date
- Can not be tracked unless additional fee is paid
- Often more expensive than First Class
- No signature captured when package is delivered unless extra fee is paid

Express Mail

- Express Mail is an expedited service available for shipping any mailable matter, subject to certain standards. Express Mail International Service is available between the United States and most foreign countries.
- All mailable matter may be sent as Express Mail, if desired.
- Express Mail is considered closed against postal inspection.
- The maximum weight limit is 70 pounds

Advantages

- Fast service (1-2 days)
- Can be tracked online @ www.usps.com or by calling 1-800-742-5877
- Signature can be required or waived when delivered
- Many supplies are free (envelopes, boxes, etc.)
- Delivery on every day of the week, including weekends and Holidays

Disadvantages

- High Cost
- Two day delivery minimum for out-of-state & some Colorado zip codes due to our arrival time at the US Post Office.

Directions: (next Page)
Directions:

1. Fills out Express mail address label (shown below). Only fill out the bottom (blue) section! **The top (red) section is for post office use only.**

2. If you want the post office to leave the item there if no one can sign for it, then you must check the waiver of signature box and sign your name in the pink box. **Note: Waiver of signature voids insurance coverage.**

3. Fill out A FedEx Express, FedEx Ground and Express mail-mailing slip ([Download form](#)) or simple form available in the mailroom (Express mail only). Do not forget your signature or budget code. Mailing Services cannot mail item without these fields. If you need insurance over $100 more please indicates on this form Not on the Express Mail Label.

4. Bring both forms and item to the mailroom. Note: only certain Colorado zip codes are serviceable overnight; if you want next day service consider using FedEx Express.

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**Periodical Rate Mail**
(Previously named Second Class Mail)

Note: ASC no longer has a Periodical account. Contact the mailroom if you feel your mailing qualifies. **Note:** The following description for Periodical Mail is provided as a reference for decision making only. Failure to get approval from the mailroom manager before printing or preparing mailings could result in your mailing not meeting certain criteria and/or being rejected at the post office. **Even if this is something that has been printed in the past, always get final approval from the Mailroom Manager.**

**Basic Standards Periodical Rate Mail**

- Effective July 1, 1996, second-class mail was renamed Periodicals. This name change does not alter the status of authorized publications; second-class mailing privileges are now referred to as Periodicals mailing privileges and have comparable eligibility standards.

- Only newspapers and periodical publications meeting certain mail compatible standards described in the Domestic Mail Manual may be authorized to mail at the Periodicals rates. Please contact the mailroom for more information or if you have specific questions.
Mailing Services
208 Edgemont
Alamosa, CO 81102-0001
Phone: 719-587-7101 fax: 719-587-7527
http://www.adams.edu/res_services/mail_room/
gpcook@adams.edu

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- Publication must be published a minimum of 4 times per year (quarterly).
- Periodical matter is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Periodicals rates is consent by the mailer to postal inspection of the contents.

**Definition and Characteristics**
For Periodicals purposes, a periodical publication or periodical is one published at a stated frequency with the intent to continue publication indefinitely, with these characteristics:

- The continuity of the periodical must show from issue to issue. Continuity is shown by serialization of articles or by successive issues carrying the same style, formats theme, or subject matter.
- The primary purpose of the periodical must be the transmission of information.
- The content of the periodical may consist of original or reprinted articles on one topic or many topics, listings, photographs, illustrations, graphs, a combination of advertising and non-advertising matter, comic strips, legal notices, editorial material, cartoons, or other subject matter.
- The primary distribution of each issue must be made before that of each succeeding issue.

**Other Publication Types**
The following types of publications also qualify as periodical publications:

- Any catalog or other course listing issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.
- Any loose-leaf page or report (including any index, filing instruction, table, or sectional identifier that is part of such report) designed as part of a loose-leaf reporting service on developments in the law or public policy.
- Any transportation guide containing schedules, fares, and related information.

**Advantages:**

- Automatic address correction
- Cheaper than First Class Mail
- Faster than Standard Mail
- No minimum amount per mailing

**Disadvantages:**

- $ .50 charge per address correction
- Takes more preparation time than Standard Mail
- More expensive than Standard Mail
Standard Mail

Basic Standards

- Standard Mail consists of mailable matter that is:
  - Not mailed, nor required to be mailed, as First Class Mail or
  - Not entered as Periodicals.
- Incidental First-Class matter may be enclosed in or attached to Standard Mail without payment of First-Class postage.
- An incidental First-Class attachment or enclosure must be matter that, if mailed separately:
  - Would require First-Class postage,
  - Is closely associated with but secondary to the host piece,
  - And is prepared not to encumber postal processing.
- An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel.
- Standard Mail includes matter formerly classified as third-class mail.
- Regardless of physical closure, the mailing of articles at Standard Mail rate constitutes consent by the mailer to postal inspection of the contents.
- Standard Mail must weigh less than 16 ounces.
- Circulars, including printed letters that, according to internal evidence, are sent in identical terms to more than one person are Standard Mail. A circular does not lose its character as such if a date and the individual names of the addressee and sender are written (handwritten or typewritten) on the circular or written corrections of typographical errors are made on the circular.
- Printed matter weighing less than 16 ounces may be sent as Standard Mail. For this standard, printed matter means paper on which words, letters, characters, figures, or images (or any combination of them), not having the character of a bill or statement of account or of actual or personal correspondence, are reproduced by any process other than handwriting or typewriting.
- Must have 200 pieces or have a total weight of 50 lbs to be mailed at Standard Mail Rates.
- Preparation is required. Please see Bulk Mail Instructions.

Note: Failure to get your proof or mail piece approved by the Mailroom Manager prior to printing could result in your mailing not meeting certain criteria and/or being rejected by the US Postal Service. All Standard mailings and Proofs should be approve by the Mailroom Manager regardless of the following:

- Who created the piece
- Where it came from
- Identical pieces have been sent before (it may have been wrong before, or regulations may have changed)

Also: Certain colors, shapes and sizes should not be mailed, please see Mail Piece Design or contact the Mailroom Manager with any questions you may have.
Parcel Post

- Parcel Post consists of mailable matter that (except Media Mail and Library Mail) weighs at least 16 ounces and is not required to be mailed at first class rates.
- All Parcel Post must bear the sender’s return address and the delivery address on each piece and must include the correct ZIP or ZIP+4 code.

Media Mail

- Media Mail matter meeting the standards in the Parcel Post section and those below. Only these items may be mailed at the Media Mail rates:
  - Books
  - 16-millimeter or narrower width films
  - Printed objective test materials and their accessories used by or on behalf of educational
  - Sound recordings; Video recordings and player piano rolls are classified as sound recordings.
  - Play scripts and manuscripts for books, periodicals, and music.
  - Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities.
  - Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
  - Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.
  - Media Mail rates are based on the weight of the piece, without regard to zone
  - In addition to the incidental First Class enclosures and additions listed in the Parcel Post Section, any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates.

Library Mail

- Library Mail is Media Mail matter meeting the standards of Media mail and those below.
- Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization
- Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under Standard Mail.
- No permit is required for this class of mail.
International Mail

Categories of International Mail

1. LC Mail (Letters and Cards)

"LC" is an abbreviation of the French term "lettres et cartes", which means "letters and cards." This category encompasses letters, letter packages, postcards, postal cards, and aerogrammes. All "LC" mail receives First Class Mail service in the United States, is dispatched by the fastest transportation available, and travels by airmail or priority service in the destination country. All "LC" mail should be marked "AIRMAIL" or "PAR AVION."

2. AO Mail (Other Articles)

"AO" is an abbreviation of the French term "autres objets", which means "other articles." This category encompasses the various classes of printed matter (i.e., regular printed matter, books and sheet music, and publishers’ periodicals), matter for the blind, and small packets.

3. CP Mail (Parcel Post)

"CP" is an abbreviation of the French term "colis postaux", which means "parcel post." This category is similar to domestic parcel post.

Classes of International Mail

1. Letters and Letter Packages First Class Mail

The following items are considered letters and letter packages (i.e., "letter mail") and must be mailed at the letter rate:

- Handwritten or typewritten communications having the character of current and personal correspondence.
- Bills.
- Statements of account.
- Unless prohibited by the destination country, merchandise and printed matter conforming to the applicable weight and size limits also may be mailed at letter rates. Letter mail must be enclosed in an envelope or wrapper.
- The weight limit for letter mail to all countries except Canada is 4 pounds. Letter packages mailed to Canada can weigh up to 66 pounds provided they are sent as registered mail.
- Postcards and postal cards
- Folded (double) cards are not mailable internationally and must be enclosed in an envelope and mailed at the letter rate of postage.
Aerogramme
An Aerogramme is a letter sheet that can be folded into the form of an envelope and sealed. An Aerogramme is intended for personal communication and may not include enclosures. Neither tape nor stickers may be used to seal aerogramme.

AO Mail (Other Articles):

1. Printed Matter

Printed matter is defined as "paper on which words, letters, characters, figures, or images (or any combination thereof) not having the character of a bill or statement of account, or of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting."

For international mail, printed matter includes the following:

- Regular printed matter, which includes advertising mail, catalogs, and directories.
- Books and sheet music.
- Publishers’ periodicals, which are domestically, approved publications that include magazines, newspapers, and journals of various types.

Items not acceptable as printed matter include the following:

- Stationary items.
- Stamps of various kinds, whether used or unused.
- Framed photographs and certificates.
- Photographic negatives and slides.
- Films.
- Microfilm and microfiche.
- Sound or video recordings.
- Punched paper tapes or ADP cards.
- Playing cards.

Matter for the Blind
Consult your post office for matter admissible in international mail as matter for the blind. The weight limit is 15 pounds. There is no charge for surface mail for this category.

Small Packets
The small packet classification offers a convenient and economical way to mail certain items at generally lower rates than available for either letter packages or parcel post.

- The following items can be mailed as small packets:
A small packet may include an invoice if it directly relates to the contents being shipped. Small packet service is available to all countries except Cambodia, Cuba, and the Democratic People’s Republic of Korea (North Korea). There is a 4-pound weight limit to all countries except Italy, which has a 2-pound weight limit.

1. **Parcel Post:**

   International parcel post is comparable to domestic zone-rated parcel post. It is appropriate for mailing merchandise, printed matter, or items not meeting first-class requirements. However, written communications having the character of current and personal correspondence may not be enclosed in parcel post packages. The maximum weight limit for parcel post packages varies by country but ranges from 22 pounds to 70 pounds. Insurance coverage is available for parcel post packages mailed to certain countries; please see the International Mail Manual (IMM) located at [http://pe.usps.gov/](http://pe.usps.gov/) for specific information.

2. **Global Priority Mail™ (GPM)**

   GPM is an expedited airmail letter service that provides fast, reliable, and economical delivery of documents, printed matter items, and light-weight merchandise to Canada, Mexico, and selected foreign countries in South America, Western Europe, the Middle East, and the Pacific Rim. GPM items receive priority handling in the United States and in destination countries. GPM pieces can weigh up to 4 pounds. They can be enclosed in standardized flat-rate envelopes or in customer-supplied packaging that conforms to size limitations and bears a GPM sticker provided by the Postal Service. Postage rates for flat-rate envelopes start at $4.00. Consult the mailroom, US Post Office or the International Mail Manual (IMM), located at [http://pe.usps.gov/](http://pe.usps.gov/), for details and for individual country restrictions.
Reply Mail
Reply envelopes and cards are supplied to current and potential customers to increase the likelihood of a response, expedite the response and assure the envelope or card is returned to the correct address. There are three methods of reply mail available, these are:

1. **Business Reply Mail** (Postage paid by ASC)
2. **Meter Reply mail** (Postage Paid by ASC)
3. **Courtesy Reply Mail** (Postage paid by mailer)

- Business Reply Mail will save on postage because postage is only paid on what is actually returned.
- Meter Reply mail requires postage placed on every piece, this wastes money since not all pieces will be mailed back.
- As a method of saving postage, Adams State College will not meter large amounts of reply mail. If you are requesting large amounts of reply envelopes you must use Business Reply, or Courtesy Reply Mail. Using Reply Mail must be planned in advance in order to have enough time to design artwork and order envelopes.
- Business Reply Mail uses three different Zip Codes. The proper zip code and bar code must be used, please see the mailroom for a template when preparing Business Reply Mail.
- The mailroom will provide information on these items on request. It is important to get your items approved by the mailroom manager before placing an order or printing envelopes.

Special Service Mail
Domestic Certified Mail
Certified Mail is First Class mail that gives evidence of mailing as well as evidence of delivery. By specifically identifying each piece with a unique number USPS can track the item until it is delivered. These numbered labels are now bar-coded and can be traced on the Internet @ www.usps.com. A return receipt can also be requested for an additional fee. This service will provide a hard copy of the signor’s signature to the sender.

Remember that Return Receipt is not required when mailing Certified Mail. A signature of the recipient is kept on file for two years at the delivery post office. A Return Receipt After Mailing can be requested, for a fee, if a signature is needed at a later date. Deciding to use Return Receipt with Certified mail will depend on your individual needs, but please keep in mind that by not adding the Return Receipt fee to the postage a substantial amount can be saved, for example:

- If ASC Mailed 15 Return Receipts each week:
  - Possible savings of $1.75 x 15 x 52 = **$1482.00 per year**
Instructions for Certified Mail: Dark Green PS Form 3800

1. Print or type **Recipients** address on bottom of form.
2. Fill out a Return Receipt (If desired).
3. Paper clip or attach Certified Slip and Return Receipt to mail piece. (Do not remove Receipt)
4. Make sure your return address is on the mail piece.
5. Deliver mail piece to mailroom.
6. The following day you will receive the receipt in your inter-office mail. **Retain this receipt for your records; it will be your only proof of mailing.**

Note:

- Certified Mail must be combined only with First Class or Priority Mail.
- No insurance is provided with Certified Mail, for valuables please consider using Insured or Registered Mail.

Registered Mail

- Registered mail provides special protection for important and valuable items. Use of this service, which requires a fee in addition to postage, provides evidence of mailing and insurance in case of loss or damage. The sender may request a Return Receipt by paying an additional fee.
- Because Registered Mail must be signed for each time it changes hands, it may not reach its destination as quickly as First Class Mail. Proper planning for lead-time is necessary in order to insure delivery by the required date.
- Because of the expense of Registered Mail, persons are encouraged to use other types of mailing, **unless** the contents of an item are of significant value.
- This service is available only when First Class or Priority postage is paid. Fees increase in proportion to the registered value. Registered mail is protected against loss or damage only when the fees are paid.
Comparison*
Registered vs. Certified Mail

<table>
<thead>
<tr>
<th></th>
<th>Registered</th>
<th>Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage</td>
<td>$0.37</td>
<td>$0.37</td>
</tr>
<tr>
<td>Fee</td>
<td>$7.50**</td>
<td>$2.30</td>
</tr>
<tr>
<td>Return Receipt</td>
<td>$1.75</td>
<td>$1.75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9.62</strong></td>
<td><strong>4.42</strong></td>
</tr>
</tbody>
</table>

*Prices correct at time of publication. Rates will rise periodically, please refer to the Rates & Fees link on the mailroom home page for up to date prices.

**Note this is for an item without a declare value. An insured item will have a higher fee.

Mail Matter                  Value to be declared

| Negotiable Instrument       | Market Value (value based on instruments payable to bearer, including stock certificates value at time of mailing) |
| (instruments payable to bearer, including stock certificates endorsed in blank) | |
| Nonnegotiable Instrument    | Market Value (value based on value at time of mailing) |
| (registered bonds, No value (or replacement cost) warehouse receipts, checks, drafts, deeds, wills, abstracts, non-endorsed stock certificates and similar documents) | |
| Money                        | Full Value |
| Jewelry, Gems, Precious Metals | Market Value or cost |
| Merchandise                  | Market Value or cost |
| Non-valuable (matter without intrinsic value, letters, files, records) | No value (or replacement costs) |

**Note:** A mailer who does not know the replacement value costs should contact a person or firm familiar with such documents and determine replacement costs before mailing the articles.

Caution:

- Mailers who fail to declare full value or fail to pay the appropriate fee may be denied payment of indemnity in case of loss or damage.
- All Registered Mail envelopes and packages must be sealed with brown, gummed tape only. No Scotch, masking or plastic tape of any kind. All seams must be covered. No reused or resealed envelopes accepted.

Instructions for Registered Mail: White PS Form 3806
1. **Fill out To & From**, be sure to included your name and department
2. **Enter the value of the item**
3. **Bring form and item to RH Mailroom**
4. **RH Mailroom will place the red Registered label on the item**

**Note:** Do not retain any copies of Form 3806, if you need a copy request that the RH Mailroom return the receipt to you, after it has been postmarked.

**Insured Mail**

Insured Mail provides payment for lost or damaged mail. This service is for Standard Mail (B), Special Standard Mail, and Library Rate; or First Class or Priority Mail containing such items.

**Mailing tip:**

Unnecessary use of Insured Mail can cost money. A careful check should be made to determine what mail is being insured. Insuring should be discontinued for articles without intrinsic value or when the mail is being used only to obtain a delivery receipt or when losses in a certain period are less than the cost of the insurance. For questions or more information please contact the Mailroom Manager @ (719) 587-7101.

**Instructions for Insured Mail: Blue PS Form 3813-P**

1. Fill out **Recipients** address on bottom of form.
2. Fill in value of item.
3. Attach insured slip by exposing self-adhesive and pressing the label to the article. Do not remove receipt.
4. Deliver article to the Mailroom.
5. In the following day’s mail you will receive the receipt with an Alamosa postmark (the receipt must have a postmark to be valid). Retain this receipt, it is your only proof of mailing and must be presented to make a claim.
Return Receipt

Provides a card with the signor’s signature and date for proof of delivery. Must be combined with:

- Certified Mail
- Registered Mail
- Insured Mail
- Express Mail
- Or C.O.D.

**Directions for Return Receipt: Light Green PS Form 3811.**

- Fill out section #’s as described below.

1. **Article addressed to:** address where the article is going
2. **Article number:** this number is located on your, Certified, Insured, Registered or Express Mail label.
3. **Service type:** please check appropriate box (only one will be checked).
4. **Restricted Delivery:** Check if restricted delivery, this means that only the addressee can sign and accept item.
5. **On back of form fill out your full address including your box number and/or department.
6. **Attach to article using the self-adhesive strips.**

**Delivery Confirmation**

Delivery Confirmation is an extra service of the US Postal Service that allows for tracking of Priority Mail or Standard Mail (B). These packages can be tracked on the Internet @ [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811

**Advantages:**

- Inexpensive method of tracking
- Information about the item can be viewed via the internet @ [http://www.usps.com/cttgate/welcome.htm](http://www.usps.com/cttgate/welcome.htm)
- Item can be mailed at Priority Mail or at Package Service rates

**Disadvantages:**

- No guaranteed delivery date
• No signature captured at delivery
• No insurance

Instructions for Delivery Confirmation: Light (Bright) Green PS Form 152

1. Fill in **Recipients** Address
2. Attach to front of mail piece
3. Do not remove receipt, the mailroom will return this receipt to you once it has been postmarked

Signature Confirmation
Provides mailer with information about the date and time an article was delivered and, if and when a delivery attempt was made. A signature is available via fax or mail upon request, and information can be viewed at [http://www.usps.com/cttgate/welcome.htm](http://www.usps.com/cttgate/welcome.htm).

Advantages:
- Information about the item can be viewed via the internet @ [http://www.usps.com/cttgate/welcome.htm](http://www.usps.com/cttgate/welcome.htm)
- Signatures can be received upon request by fax or mail
- Signature at time of delivery can be waived or required.
- Item can be mailed at Priority, package service or first class packages.

Disadvantages:
- No guaranteed delivery date
- No insurance unless extra fee is paid

Instructions for Signature Confirmation: Pink PS Form 153 (next page)

1. Fill out **Recipients** address on top of form PS 153.
2. Check and sign on correct spot of form if you are waiving the signature requirement
3. Attach Signature Confirmation slip by exposing self-adhesive and pressing the label to the article. Do **not** remove receipt.

4. Deliver article to the Mailroom.

5. In the following day’s mail you will receive the receipt with an Alamosa postmark (**the receipt must have a postmark to be valid**). Retain this receipt, it is your only proof of mailing and must be presented to make a claim.

---

**International Special Service**

**Parcel Post Insurance**

Parcel post packages mailed to many destination countries can be insured against loss, damage, or rifling, at the sender’s option. Comparable insurance coverage is not available to senders who mail letter mail, printed matter items of all types, or small packets to those same countries. See the International Mail Manual (IMM) located at [http://pe.usps.gov/](http://pe.usps.gov/) for the indemnity limit that applies to each destination country where insurance coverage is available.

**Instructions for Insured mail: Blue PS Form 3813-P**

1. **Fill out destination address on bottom of form.**
2. **Fill in value of item.**
3. Attach Insured slip by exposing self-adhesive and pressing the label to the article. Do **not** remove receipt.
4. Deliver article to the Mailroom.
5. In the following day’s inter-office mail you will receive the receipt with an Alamosa postmark (**the receipt must have a postmark to be valid**). Retain this receipt, it is your only proof of mailing and must be presented to make a claim.
Recorded Delivery (International Only)
Recorded delivery is the international service equivalent of domestic certified mail. It provides the mailer with a numbered mailing receipt. It also enables the sender to obtain confirmation of delivery through the purchase of a separate return receipt for an additional fee. The destination post office retains a record of the delivery for each transaction. However, no mailing record is kept by the originating post office.

Instructions for Recorded Delivery: Yellow PS Form 8099 (International use only)

1. Print or type destination address on bottom of form.
2. Fill out a Return Receipt (If desired).
3. Paper clip or attach Certified Slip and Return Receipt to mail piece. (Do not remove Receipt)
4. Make sure your return address is on the mail piece.
5. Deliver mail piece to mailroom.
6. The following day you will receive the receipt in your inter-office mail. Retain this receipt for your records; it will be your only proof of mailing.

Note:

- Recorded Delivery mail must be combined only with Letter mail, Postcards, Printed matter items, Matter for the blind, Small packets, or M-bags. It does not apply to parcel post packages or Express Mail International Service (EMS) items
- No insurance is provided with Certified Mail, for valuables please consider using Insured or Registered Mail.

Registered Mail
Registry service provides security and limited indemnity protection for the following mail classifications:

- Letter mail.
- Printed matter.
Mailing Services  
208 Edgemont  
Alamosa, CO 81102-0001  
Phone: 719-587-7101 fax: 719-587-7527  
http://www.adams.edu/res_services/mail_room/  
gpcok@adams.edu

Campus Mail Guide

- Small packets.

This service is not available for direct sacks of printed matter (M-bags), air and surface parcel post, or EMS items. Registered mail can be sent to all countries except Cambodia and the Democratic People’s Republic of Korea (North Korea). All countries except Canada have an indemnity limit of $40.45 and a registry fee of $6.00. Canada has an indemnity limit of $1,000 and the following different registry fees:

- Registered mail provides special protection for important and valuable items. Use of this service, which requires a fee in addition to postage, provides evidence of mailing and insurance in case of loss or damage. The sender may request a Return Receipt by paying an additional fee.
- Because registered mail must be signed for each time it changes hands, it may not reach its destination as quickly as First Class Mail. In order to insure delivery by required date proper planning for lead-time is necessary.

<table>
<thead>
<tr>
<th>Mail Matter</th>
<th>Value to be declared</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Negotiable Instrument</strong></td>
<td><strong>Market Value</strong></td>
</tr>
<tr>
<td>(instruments payable to bearer, including stock certificates endorsed in blank)</td>
<td>(value based on (instruments payable to bearer, including stock certificates value at time of mailing))</td>
</tr>
<tr>
<td><strong>Nonnegotiable Instrument</strong></td>
<td><strong>Market Value</strong></td>
</tr>
<tr>
<td>(registered bonds, No value (or replacement cost) warehouse receipts, checks, drafts, deeds, wills, abstracts, non-endorsed stock certificates and similar documents)</td>
<td>(value based on value at time of mailing)</td>
</tr>
<tr>
<td>Money</td>
<td><strong>Full Value</strong></td>
</tr>
<tr>
<td>Jewelry, Gems, Precious Metals</td>
<td><strong>Market Value or cost</strong></td>
</tr>
<tr>
<td>Merchandise</td>
<td><strong>Market Value or cost</strong></td>
</tr>
<tr>
<td>Non-valuable (matter without intrinsic value, letters, files, records)</td>
<td><strong>No value</strong> (or replacement costs)</td>
</tr>
</tbody>
</table>

**Note:** A mailer who does not know the replacement value costs should contact a person or firm familiar with such documents and determine replacement costs before mailing the articles.

**Caution:**

- Mailers who fail to declare full value or fail to pay the appropriate fee may be denied payment of indemnity in case of loss or damage.
- All Registered Mail envelopes and packages must be sealed with brown, gummed tape only. No Scotch, masking or plastic tape of any kind. All seams must be covered. No reused or resealed envelopes accepted.
Instructions for Registered Mail: White PS Form 3806 (picture next page)

1. Fill out To & From, be sure to include your name and department
2. Enter the value of the item
3. Bring form and item to RH Mailroom
4. RH Mailroom will place the Registered label on the item
5. Do Not retain any copies of Form 3806, the RH Mailroom will return the receipt to you after it has been postmarked.

Restricted Delivery
Restricted delivery places limitations on who may receive an item. Each destination country that offers this service has internal legislation governing the details of the service, such as whether an agent of the addressee may be able to accept and sign for the delivery. There is a fee for restricted delivery.

Return Receipt
Return receipt service provides the mailer with evidence of the delivery of registered mail, insured parcels, and recorded delivery items. A return receipt must be purchased at the time of mailing. The fee for this service is $1.25.

Directions for International Return Receipt: Pink PS Form 2865. (For international use only).

1. Fill out destination address.
2. Check any boxes that apply
3. Place insured value (in US currency) on form, if applicable.
4. Fill out article number: this number is located on your, Insured, Registered, Recorded Delivery or Express Mail label.
5. Fill out office of mailing (Alamosa, CO 81101)
6. On back of form, fill out your full address including your box number and/or department.
7. Attach Return Receipt to article using the self-adhesive strips
Certified Mail and COD Mail
Certified mail and collect on delivery (COD) mail are not available for international mail. For Certified Mail see Recorded Delivery.

Choosing shipping methods for large, heavy and urgent items.
When choosing shipping method, you should ask yourself several questions. Among these are:
How soon must the item arrive?
Do I need to track this item?
Do I need this item insured?
Do I need a Saturday Delivery?
Do I have a street or a PO Box address?

- FedEx Ground or UPS should be used for heavy or expensive items that are not urgent in nature. Delivery is usually in 2-5 days depending on destination.
- FedEx Express is the best method for urgent packages that must be tracked or insured. Saturday delivery is an extra fee and not available in many regions. In most cases packages should be to the mailroom by 9:00 AM for same day shipping. The shipper chooses when the packages should be delivered. Overnight, two-day, three-day, etc.
- Express Mail is another alternative for urgent packages. Delivery is 1-2 days depending on the destination zip code and delivery to the Post Office. Express mail is generally about twice as much as FedEx Express, but Saturday Delivery is available at no extra charge to most Zip Codes. If you are shipping to a business and they are closed on Saturday you should consider using FedEx Express.
- UPS can ship both overnight and ground packages, however Overnight packages will be expensive.
- If the item is delivered to the mailroom after 1:00, neither FedEx Ground nor FedEx Express packages will go out until Monday. If the item needs to be there on Monday then consider using Express Mail.
- Priority Mail is the best value in urgent shipping. For specific rates please see Rates & Fees on the ASC mailroom’s home page.
- Still confused? More confused? Contact the mailroom and we will help you decide on a shipping method that best suits your needs.

Express Mail

- Express Mail is an expedited service available for shipping any mailable matter, subject to certain standards. Express Mail International Service is available between the United States and most foreign countries.
- All mailable matter may be sent as Express Mail, if desired.
- Express Mail is considered closed against postal inspection.
- The maximum weight limit is 70 pounds

Advantages
Campus Mail Guide

- Fast service (1-2 days)
- Can be tracked online @ www.usps.com or by calling 1-800-742-5877
- Signature can be required or waived when delivered
- Many supplies are free (envelopes, boxes, etc.)
- Delivery on every day of the week, including weekends and Holidays

Disadvantages

- High Cost
- Two day delivery minimum for out-of-state & some Colorado zip codes, due to our arrival time at the US Post Office.

Directions:

1. Fills out Express mail address label (shown on next page). Only fill out the bottom (blue) section! **The top (red) section is for post office use only.**
2. If you want the post office to leave the item there if no one can sign for it, then you must check the waiver of signature box and sign your name in the pink box. **Note: Waiver of signature voids insurance coverage.**
3. Fill out A FedEx Express, FedEx Ground and Express mail mailing slip (Download form). Do not forget your signature or budget code. Mailing Services cannot mail item without these fields. Express Mail is insured for $500.00 automatically, if you need more please indicates on this form not on the Express Mail Label.
4. Bring both forms and item to the mailroom. Note: only certain Colorado zip codes are serviceable overnight; if you want next day service consider using FedEx Express.

Priority Mail

- Priority Mail is First Class Mail weighing more than 13 ounces and, at the mailer's option, any other mail matter (including regular First Class Mail) weighing 13 ounces or less (2 lb. Flat rate).
- The maximum weight limit is 70 pounds, except for some APO and FPO mail.
- Any mailable item can be sent Priority Mail.
item(s) must be marked "Priority" or "Priority Mail" and must be placed prominently on the address side of each piece of Priority Mail.

Advantages:

- Relatively quick service (2-3 day average delivery)
- Relatively low cost for small packages & envelopes (compared to FedEx and Express Mail)
- Many supplies are free (envelopes, boxes, etc.)
- Can give customers a good impression

Disadvantages

- No guaranteed delivery date
- Can not be tracked unless additional fee is paid
- Often more expensive than First Class
- No signature captured when package is delivered

FedEx Express (formerly known as Federal Express)

FedEx Express is a private courier that specializes in overnight and 2 to 3 day deliveries. It is a fast, reliable service that offers several advantages.

Advantages:

- Fast delivery: Overnight available to most US addresses, if the article is brought to the mailroom before nine 9:00 AM.
- Service Options: a wide variety including:
  - Overnight
  - Second Day
  - Or Three Day Delivery
- Standard $100 insurance on all items, with option to purchase additional insurance
- It is possible to waive the signature requirement
- There is no need to request courier every time you ship an item, since we are on a regular pick-up schedule
- Tracking can be done on the internet @ www.fedex.com or by calling 1-800 Go FedEx
- Optional Saturday delivery to select locations

Disadvantages:

- Weekend delivery option is charged an extra fee
- More Expensive than Priority or First Class Mail
- No local offices
- Note: FedEx Express can not deliver to P.O. Boxes; for P.O. Box addresses, the item must be shipped by the US Postal Service
- FedEx will not insure artwork for over $500. If necessary to insure for more
then you must use a separate insurance company. In the past we have used Transglobal Insurance at 1-800-245-4852

**FedEx Express Rates**
Vary depending on destination and weight, but is cheaper than Express Mail for most destinations. Contact mailroom for specific prices.

**Directions:**
1. Fill out "FedEx Express, FedEx Ground and Express Mail Mailing Slip" *(Download slip).*
2. Scotch Tape a corner of form to the prepared package or letter, or slip form in plastic sleeve. Note: FedEx supplies us with a variety of free envelopes and boxes please see the mailroom for these supplies.
3. **Bring item to mailroom before 9:00 AM for same day shipment.**
4. Inform the mail clerk on duty if you would like a hard copy receipt.

**FedEx Ground (Formerly known as RPS)**
FedEx Ground is a ground transportation company that offers shipping of parcels all across the US and to some global countries. Any heavy or insured items should be sent FedEx Ground to save money and provide a way to trace such packages. This method is generally cheaper than FedEx Express or US Postal Service methods.

**Advantages:**
- Tracking can be done on the Internet at www.fedex.com/us/ground/ or by calling 1-800-762-3725
- Automatic insurance of $100, additional insurance coverage may be purchased.
- More economical than FedEx Express or US Postal Service methods

**Disadvantages:**
- No overnight, or 2 to 3 day guaranteed shipping
- Slower than FedEx Express or Express Mail
- No Saturday or Sunday delivery
- FedEx will not insure artwork for over 500 dollars, if necessary to insure for more then you must use a separate insurance company.

**Directions:**
1. Fill out "FedEx Express, FedEx Ground and Express Mail Mailing Slip" *(Download Form).*
2. Scotch Tape a corner of form to the prepared package
3. **Bring item to mailroom before 9:00 AM for same day shipment.**

**FedEx Ground Rates**
Vary depending on destination and weight. Contact mailroom for specific prices.
**Campus Mail Guide**

**UPS** (United Parcel Service) Note: Adams State College now has an account with UPS.

UPS is a ground & Express transportation company that offers shipping of parcels all across the US and to some global countries. Any heavy or insured items should be sent UPS or FedEx Ground to save money and provide a way to trace such packages. This method is generally cheaper than FedEx Express or US Postal Service methods.

**Advantages:**

- Tracking can be done on the Internet at [www.ups.com](http://www.ups.com) or by calling 1-800-742-5877
- Automatic insurance of $100, additional insurance coverage may be purchased.
- More economical than FedEx Express or US Postal Service methods

**Disadvantages:**

- No Saturday or Sunday delivery
- UPS will not insure art work for over 500 dollars, if necessary to insure for more then you must use a separate insurance company.

**Directions:**

1. Fill out "FedEx Express, FedEx Ground and Express Mail Mailing Slip" *(Download Form)*.
2. Scotch Tape a corner of form to the prepared package
3. **Bring item to mailroom before 12 o’clock for same day shipment.**

Tracking of incoming or outgoing packages can be done online at [www.ups.com](http://www.ups.com) or by calling 1-800-742-5877. You must know the tracking number of the item. This tracking number can be obtained by contacting the shipper.

**UPS Rates**

Vary depending on destination and weight. Contact mailroom for specific prices.

**Airborne Express**

Adams State College does not have an account with Airborne Express, because of this and poor service to Alamosa; Mailing Services does not recommend this courier. The only packages that can be shipped Airborne Express are:

- Prepaid labels sent to you for returning an item
- Packages that the shipping charges are being billed to the sender (account number required)
Other Couriers
ASC does not have accounts with any courier not mentioned in this guide. If the need arises to use any of these couriers, special arrangements may be able to be made. Contact the mailroom Manager to discuss your options. You must fill fill out a Fill out "FedEx Express, FedEx Ground and Express Mail Mailing Slip" (Download Form) and select other as the service.

Notes: (add you own notes to help you)