

USPS - Mail Classifications

*New postal terms were established with the U.S. Postal Services' Reclassification Reform on July 1, 1995

A. Priority Mail Express

Priority Mail Express service is the most expensive type of mailing offered by the U.S. Postal Services. It is the only overnight service that can be delivered to USPS post boxes.

Express mail service is a reliable, guaranteed 24-hour delivery service of material able to be mailed up to 70 pounds to most major metropolitan areas.

Domestic Express Mail postage rates are based on weights and start at \$16.95 for a half-pound and \$19.99 for a flat-rate envelope.

Express mail services are unavailable at our Union Post Office. All Express mail must be taken to a local Postal Office before 3:30 p.m.

B. First Class Mail

Any matter able to be mailed may be sent as First Class mail. First Class mail consists of handwritten and type-written matter, bills and statements of account. First Class mail is closed to postal inspection.

Domestic mail is any mail transmitted within the United States, its territories and possessions, Army-Air Force (APO) and Navy (FPO) Post Offices.

Oversize/Underweight Mail: First Class mail weighing one ounce or less is non-standard if it exceeds any of the following:

11.5 inches in length or

6-1/8 inches in height or

1/4 inches in thickness or

Aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 2.5 inclusive.

There is an additional charge on each piece of non-standard mail.

Note: The U.S. Post Office may open any mail other than First Class to determine whether the proper rate of postage has been paid.

C. Priority Mail

All First Class mail exceeding 13 ounces and not exceeding 70 pounds is considered priority mail and, at the option of the mailer, any mail weighing 11 ounces or less. There is a size limit of 108 inches in combined length and girth (distance around parcel at the thickest part). The rate is determined by weight and distance. Priority envelopes are available free upon request from Mail Services.

Flat rate containers (various size envelopes and boxes) are available. Whatever fits in the container can go at the flat rate. Prices range from \$5.60 - \$17.45.

D. Global Express Guaranteed, Express Mail International, Priority Mail

International

These are all mail services offered by the USPS for international mail. Please call the local Post Office at 731-660-0147 for questions utilizing these services.

E. Business Reply Mail (BRM) (First Class Permit #1821)

Business Reply Mail Service enables mailers to receive mail back from individuals by paying postage and fees on only the mail that is returned from the original mailing. No special services (i.e., certified, registered, insured, etc) may be used in conjunction with the BRM rate: First Class mail postage plus a surcharge.

To ensure the proper printing of BRM mail pieces, Mail Services requests that you use University Printing Services. They have the correct template from the U.S. Postal Services to print mail pieces to meet BRMAS qualification and thereby receive the greatest discount on the reply mail. Improperly printed mail pieces will be charged the regular business reply rate.

Please contact University Printing Services for more information before printing.

F. Periodicals

Periodicals (formerly Second Class Mail) is generally used by newspapers and other periodicals which meet the criteria established by the U.S. Postal Office. F

G. Standard Mail

Standard Mail is an economical way to mail. This class includes circulars, newsletters and printed matter weighing less than 16 ounces which have been reproduced by any process other than handwriting or typewriting. No personal correspondence can be sent Standard Mail. See the Mail Handling Tips Section for Standard mail procedures. Requires a minimum volume of 200 pieces or 50 pounds.

H. Package Services

Package Services designation for parcels (non-letter mail) weighing 16 ounces or more. The following types of mail fall within the Package Services:

Bound Printed Matter

Bound Printed Matter is typically catalogs, books and other printed matter that weigh from one to fifteen pounds and not to exceed 108" in combined length and girth. Single pieces must be marked "Bound Printed Matter", catalogs must also be marked "Catalog or Catalog Rate". A bulk mailing of 200 pieces or more must be marked "Bound Printed Matter and "Bulk Rate or Blk Rt".

Library Rate

Library rate is the most economical Package Service postage rate and is intended primarily to serve libraries mailing books on loan. The rate, however, can be used by University departments for certain other limited educational materials such as films, recording tapes and other prescribed audio-visual materials, scientific instructional kits, and museum and herbarium materials. Each piece must be marked "Library Rate" or "Library Mail".

Media Mail

The Media Mail subclass is for any type of published media - books, CDs, DVDs, play scripts, sheet music, test materials and so on. Advertising content is severely restricted; for example, books may not contain advertisements beyond incidental announcements for other books. Each piece must be marked Media Mail.

Mail Handling Tips

Parcels

Most parcels must be handled several times before they reach their destination. The quality of packaging makes a difference in the parcel's safe arrival.

Packages should be strong enough to retain and protect contents during normal handling. Restrictions apply on the ability to mail certain items such as matches,

flammable liquids, and poisons. Please check with Mail Services if you have any questions.

Acceptable containers include corrugated or solid fiberboard, paperboard (for small items), metal cans, tubes or boxes, wooden boxes, and fiber mailing tubes with metal ends. The strength of the tube ends must be equal to the tube side-wall strength, unless the contents are lightweight, rolled items.

For easy loads of up to 5 pounds, paper bags and wraps are acceptable when at least of a 50-pound basis weight (the strength of an average large grocery bag) and the items are immune from impact or pressure damage. Do not use string or staples to secure package.

Cellophane and masking tape may not be used for closure or reinforcement of packages but may be used to augment adhesive closures on envelopes or to cover staples on bags. Except for pressure-sensitive filament tape, tapes used for closure and reinforcement may not be less than 2 inches wide. Non-reinforced plastic tapes must be at least as strong in the cross direction as in the machine (long) direction.

Packages containing breakable items should be marked "Fragile" above the address, below the postage, and on the reverse side. Those containing foods or other items which would decay should be marked "Perishable".

Address information should be clearly typed or printed on an address label placed in the center of the parcel. The "To:" and "From:" should be clearly indicated.

Indicate what class the package should be sent. All packages with no mail class indication will be sent First Class.

Outgoing Accountable and International Mail

If an outgoing accountable mail piece needs a "tracking number", Mail Services will assign this number when postage is applied.

A. Registered Mail

The most secure option offered by the U.S. Postal Service is registered mail. The service is designed to provide added protection for valuable and important mail. Postal insurance may be purchased at the option of the mailer, up to maximum of \$25,000. Return receipt* and restricted delivery services (deliver only to a specific individual) are available for additional fees. Registered articles are controlled from the point of mailing to delivery. First Class postage is required on all registered mail. Please write on your department mailing card that you wish a mail piece to be registered and, if you wish to insure the item, how much insurance you want. Registered mail cannot be sealed or secured with scotch, masking, or any type of cellulose tape. USE BROWN PAPER TAPE ONLY. (this can be obtained from Mail Services)

B. Insured Mail

Insurance is available for up to \$5000 value for Standard mail. Standard matter mailed at First Class rate must be endorsed "Standard Matter Enclosed" in addition to the First Class or Priority Mail endorsement. For articles insured for more than \$50, a receipt of delivery is signed by the recipient and filed at the delivery post office. Do not over-insure your packages. The amount of insurance coverage for loss will be actual value, less depreciation, and no payments are made for sentimental losses or for any expenses incurred as a result of the loss. You may obtain a return receipt* and request restricted delivery for additional fees. Please write on your department mailing card that you wish to have the mail piece insured and the amount of insurance desired.

* Return receipts must be completed by the department and accompany the mail piece. The return receipts (green cards for domestic, pink cards for international) are available from Mail Services upon request.

C. Certified Mail

Certified mail is first class material for which the sender wants written evidence of its delivery. Please write on your department mailing card that you wish the mail piece(s) to be certified. Return receipt and restricted delivery is available for additional fees. Certified mail does not provide insurance. Foreign mail cannot be certified; it must be sent as registered mail.

D. Return Receipts

Return Receipts furnish the mailer with evidence of delivery. The fee paid for a return receipt does not insure the article against loss or damage. It is available on mail sent COD or Priority Mail Express or when mail is insured for more than

\$50, or it is registered or certified. The return receipt shows who signed for the item and the date it was delivered.

E. Certificate of Mailing

A certificate of mailing proves an item was mailed. It does not provide insurance coverage for loss or damage. U.S.P.S. will provide a certificate of mailing receipt for a fee, but no other record is maintained at the U.S. Post Office.

F. International Mail

There are five principal categories of international mail that are primarily differentiated from one another by speed of service. They are Global Express Guaranteed (GXG) service, Priority Mail Express International service, Priority Mail International service, First-Class Mail International service, and First-Class Package International Service.

Global Express Guaranteed

Global Express Guaranteed is the U.S. Postal Service's **premium international mail service**. Global Express Guaranteed is an expedited delivery service that is the product of a business alliance between the U.S. Postal Service and FedEx Corporation. It provides reliable, high-speed, time-definite service from designated U.S. ZIP Code areas to locations in most destination countries. Global Express Guaranteed is assured to meet destination-specific delivery standards or the postage will be refunded. If a shipment is lost or damaged, liability for loss or damaged merchandise or for document reconstruction is limited to a maximum of \$100 or the amount of additional optional insurance purchased. **The maximum weight limit for Global Express Guaranteed service is 70 pounds, but lower country-specific weight limits might apply.** Express mail services are unavailable at our Union Post Office. All Express mail must be taken to a local Postal Office before 3:30 p.m.

Priority Mail Express International

The next level of service, in terms of speed and value-added features, is Priority Mail Express International. Priority Mail Express International is an expedited mail service that can be used to send documents and merchandise to most of the country locations. Priority Mail Express International **insurance coverage against loss, damage, or missing contents, up to a maximum of**

\$200, is provided at no additional charge. Additional merchandise insurance coverage up to \$5,000 may be purchased at the sender's option to many countries. Document reconstruction insurance coverage is limited to a maximum of \$100 per shipment. **Country-specific maximum weight limits range from 22 pounds to 70 pounds.** Priority Mail Express International shipments offer a date-certain, postage-refund guarantee to select destinations: Express mail services are unavailable at our Union Post Office. All Express mail must be taken to a local Postal Office before 3:30 p.m.

Priority Mail International

This classification is primarily designed to accommodate larger and heavier shipments whose size and/or weight exceeds the limits for First-Class Mail International Service or First-Class Package International Service. For countries that offer parcel service, **maximum weight limits range from 22 pounds to 70 pounds.** To determine the maximum weight limit for each country, call Mail Services at 731-661-5290. At the sender's option, **extra services, such as insurance coverage and return receipt service,** may be added on a country-specific basis.

Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes provide customers with an economical means of sending correspondence, documents, printed matter, and lightweight merchandise items to foreign destinations. The maximum weight limit is 4 pounds. Registered Mail service is available for Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes. Insurance is not available for Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.

First-Class Mail International

First-Class Mail International is a generic term for mail pieces that are letter-size or flat-size, that weigh 4 pounds or less, and that have a value that is \$400 or less. First-Class Mail International items may contain any letter-size or flat-size mailable matter that is not prohibited by the destination country. Aerogrammes are no longer available for purchase. Previously purchased aerogrammes are mailable at the applicable First-Class Mail International letter-size price. At the sender's option, **extra services, such as Registered Mail and return receipt,** may be added on a country-specific basis

First-Class Package International Service

First-Class Package International Service is a generic term for mail pieces that are package-size (small packets), that weigh 4 pounds or less, and that have a value of \$400 or less. First-Class Package International Service items

may contain any package-size item (small packet) that is not prohibited by the destination country. At the sender's option, **extra services, such as registry and return receipt**, may be added on a country-specific basis.

EXAMPLES FOR CORRECTLY ADDRESSING INTERNATIONAL MAIL:

Mr. Thomas Clark 117 Russell Drive LONDON WIP 6HQ GREAT BRITAIN	NAME STREET ADDRESS CITY and/or COUNTY + Postal Code COUNTRY
Ms CRISTINA CRUZ Apartado 3068 46807 PUERTO VALLARTA JALISCO MEXICO	NAME STREET ADDRESS CITY and STATE + Postal Code COUNTRY
Mr. John Doe 117 Russell Drive Victoria BC V8W 3N6 CANADA	NAME STREET ADDRESS CITY and PROVINCE + Postal Code COUNTRY

- Weight limit for letters and letter packages is 4 pounds or less.
- Weight limit for parcels is 22 – 70 pounds (varies by country).
- International Mail can be Registered **not** Certified.

Customs forms are required on all international mail weighing 16 ounces or more. The small green form (PS Form 2976) is used for items valued at \$400 or less. The large white form (PS Form 2976-A) is used for items valued at more than \$400 and all parcels. Both forms are available at our local post office.

For further information, contact Mail Services at 731-661-5290