

University of Michigan –Dearborn
Mail Services – Campus Support Services
593-5481

THE POSTAL RATE INCREASE IS NOT THE ONLY CHANGE MADE BY THE UNITED STATES POST OFFICE. PLEASE CALL THE MAILROOM BEFORE PREPARING BULK MAILINGS OR OTHER LARGE MAILINGS.

POSTAL RATE INCREASE

The United States Post Office has announced an increase in all classes of mail effective May 11, 2009.

- Letter – First Ounce \$.44
 - Each Additional Ounce \$.17
 - Post Card \$.28
- (3 1/2 x 5 min, 4 1/4 x 6 max)

INTERNATIONAL AIRMAIL

- Canada – 1 oz. \$.75
- Mexico – 1 oz. \$.79
- Other Countries – 1 oz. \$.98

BULK MAILINGS

- A bulk mailing consists of 200 or more pieces of mail. Each piece must be exactly the same in size, print content, paper, etc. The actual count must be indicated on the blue mail slip.
- The mail must be in zip code order, lowest to highest, front to back. If the mail is in envelopes, **THEY MUST BE SEALED**. If they are folded, the fold must be on the bottom and there must be two tabs one inch from the edges securing the top.
- The indicia (bulk stamp) must be printed or stamped in the upper right hand corner of each piece of mail. Call General Services to obtain the correct wording for the indicia or borrow a rubber stamp.
- The mail must be official University business and not sponsored by an outside group, organization or association.
- If you are using an outside mail service to process a bulk mailing, you must contact the mailroom two weeks prior to the mailing to obtain proper paperwork for processing.

INTERDEPARTMENTAL MAIL

Interdepartmental mail is picked up and delivered twice a day between 9:00 a.m. and 1:30 p.m. **IT IS ESSENTIAL THAT YOU INCLUDE THE FIRST AND LAST NAME AND DEPARTMENT OF THE PERSON RECEIVING THE MAIL.**

PERSONAL SERVICES

- Postage stamps (\$.44 only) are sold in the mailroom.
- Federal Express drop box.
- You can mail packages under 13 oz. (packages over 13 oz. have to be taken to the Post Office).

HOW TO PREPARE U.S. MAIL

Mail is picked up by the U.S. Post Office by 4:00 p.m. every afternoon. The mail should be in the mailroom by 3:30 p.m. to be processed.

In order to efficiently process the outgoing mail, please do the following:

- Fill out and attach a blue mail slip to each batch of mail. Make sure you include a valid Short Code.
- Separate international mail from United States mail.
- Make sure the envelopes are stuffed properly and the contents do not exceed capacity. This allows proper sealing by the postage machine.
- If you do not seal your envelopes, overlap the flaps. Oversized envelopes must be sealed.
- We occasionally receive and deliver mail for people who no longer work at the University. We assume that someone else has replaced that person and the mail may be pertinent to the department.

PACKAGES AND OVERNIGHT MAIL

FEDERAL EXPRESS:

Picked up daily at approximately 5:00 p.m. Make sure your packages are in the mailroom by 3:30 p.m. to allow time to process. We have a drop box in the lobby of the Campus Support Services Building for personal Federal Express packages. Telephone numbers are required for all packages, as well as a brief description of the contents of the package.

UPS:

Picked up at approximately 10:00 a.m. each morning, so have your packages in the mailroom the afternoon before. Fill out and attach a blue mail slip indicating type of service requested and a valid Short Code for packages and overnight mail.

OTHER MAIL PERMITS

YOU MUST CONTACT THE MAILROOM TO OBTAIN THE PROPER PAPERWORK AND INDICIA (STAMP) FOR OUTSIDE MAILINGS

ANN ARBOR MAIL RUN

Transportation is provided to the Ann Arbor campus for delivery of interdepartmental mail, hand carries and pickups on Monday, Wednesday and Friday. The courier leaves Dearborn promptly at 8:30 a.m. For a hand carry delivery or pickup, please prepare a green hand-carry form, available from the mailroom, and include all the information requested.