



URSINUS COLLEGE

MAIL SERVICES GUIDE

Welcome to Mail Services at Ursinus College!

This Guide has been prepared as a source for you to obtain the best available service for mail and more. In it, such topics as *campus mail*, *USPS mail*, and *shipping & receiving* are covered. Other information, basic to your everyday needs, is explained. We hope this will be a useful desk companion for you.

Also, the Mail Services Guide can help you be more efficient and **save you money!**

The more we know about your needs and concerns, the better we can fulfill them. Let us know your needs in advance; whether there is a special service you require, a large mailing coming up, or if you are sending or receiving something out of the ordinary.

In this Guide, anything titled USPS stands for the United States Postal Service. Should you have a specific question regarding mail, or our other services, we urge you to call Mail Services at extension 3483.

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MAIL CENTER

A. HOURS OF OPERATION

The Mail Center is open 8:00 AM to 4:15 PM, Monday-Friday. To reach the Mail Center, call extension 3483.

We are located in the Facilities Services Building.

B. STAFF AND JOB ASSIGNMENTS

Ray Korenkiewicz-----Manager
Jim Bauer-----Coordinator
Doug Perry-----Staff

C. DAILY SCHEDULE

Mail Center opens-----8:00 AM
Mail delivery/pickup begins-----10:00 AM
Package delivery begins-----11:00 AM
Corson Hall pickup -----2:30 PM
Latest time for all air services except Fed Ex -----2:30 PM
Latest time for same-day mail processing -----3:00 PM
Latest time for Fed Ex air service-----4:00 PM
Mail Center closes -----4:15 PM

CAMPUS MAIL

Campus mail consists of loose or enveloped correspondence for delivery within campus. To provide proper delivery, **campus mail requires a person's full name and department name**. If you have any questions regarding this, please call us at extension 3483. Also, please keep campus mail separate from USPS mail!

A. ADDRESSING

Single Sheet (non-confidential) Correspondence:

Single sheet, (non-confidential) correspondence does not have to be inserted into campus mail envelopes. Simply address the top of the front page indicating the person's full name and **department**.

Plain Envelopes:

Simply mark the person's name and department on the envelope.

B. CAMPUS ENVELOPES

These envelopes are used repeatedly for campus or internal mailings. When using campus-mail envelopes, make sure all previous markings have been eliminated to ensure proper handling and direction to the intended recipient. Please remember to include the department in which the person receives his or her mail.

C. CAMPUS PARCELS

The addressing of parcels and packages for internal distribution is the same as for envelopes. Use full name and department, or for Students, use his or her name and MSC number.

D. STUDENT MAIL

Student mail requires full name and MSC number. If there is more than one piece, please rubber band and sort in numerical order. You should also keep in mind that some students are studying abroad or visiting elsewhere every semester. To find out which students are not currently on campus, please contact Mail Services or the Residence Life Office.

U.S. POSTAL SERVICE

GENERAL INFORMATION

A. PREPERATION OF OUTBOUND MAIL & PACKAGES

- Please separate from campus mail.
- Mark department to be charged in upper left corner, or use internal number for your department (contact Mail Services for information).
- Rubber band if more than one piece (please do not use post-it notes or paper clips).
- Separate domestic and international mail (please identify international mail).
- Separate sealed and unsealed mail.
- For unsealed mail, please keep flaps down, however, if flaps are wider than 2", keep flaps up.
- Please keep mail orderly, i.e., all pieces facing the same direction, and rubber banded if more than one piece.
- Unless otherwise noted, packages and mail will be sent First Class/ Priority Mail.
- A completed *Shipment Request* form must be submitted with all packages being sent by carriers such as Fed Ex and UPS.

B. ADDRESSING

Address quality is the key to timely and consistent processing of the mail. The use of complete and correct information can result in reduced costs. This section covers all facets of proper addressing.

You will get the best possible service if you:

- CAPITALIZE EVERYTHING IN THE ADDRESS.
- Type or machine-print all address information.
- Use 2 letter state abbreviations (See Page 7).
- Use common abbreviations (See Page 7).
- Eliminate all punctuation (except the hyphen between ZIP Code and plus four).
- Use Zip +4 Codes.
- Include floor, suite and apartment numbers whenever possible.
- When using window envelopes, make sure the complete address is always visible, even when the insert moves. Do not use staples.
- Your return address should always be included, and placed in the upper left corner.
- The address should be parallel to the longer side of the envelope.
- See Letter Template on Page 6 for correct address positioning.

DOMESTIC ADDRESS FORMAT

PERSON'S NAME/ DEPARTMENT
 URSINUS COLLEGE
 PO BOX 1000
601 E MAIN STREET
 COLLEGEVILLE PA19426-1000

OR

STUDENT'S NAME/ MSC #
 URSINUS COLLEGE
 601 E MAIN ST
PO BOX 8000
 COLLEGEVILLE PA19426-8000

The place of delivery of the mail (**IN BOLD ABOVE**) should appear immediately above the line with the town and Zip Code. In the examples above, the mail for the address on the left would be delivered to 601 E MAIN ST, and to PO BOX 8000 for the address on the right.

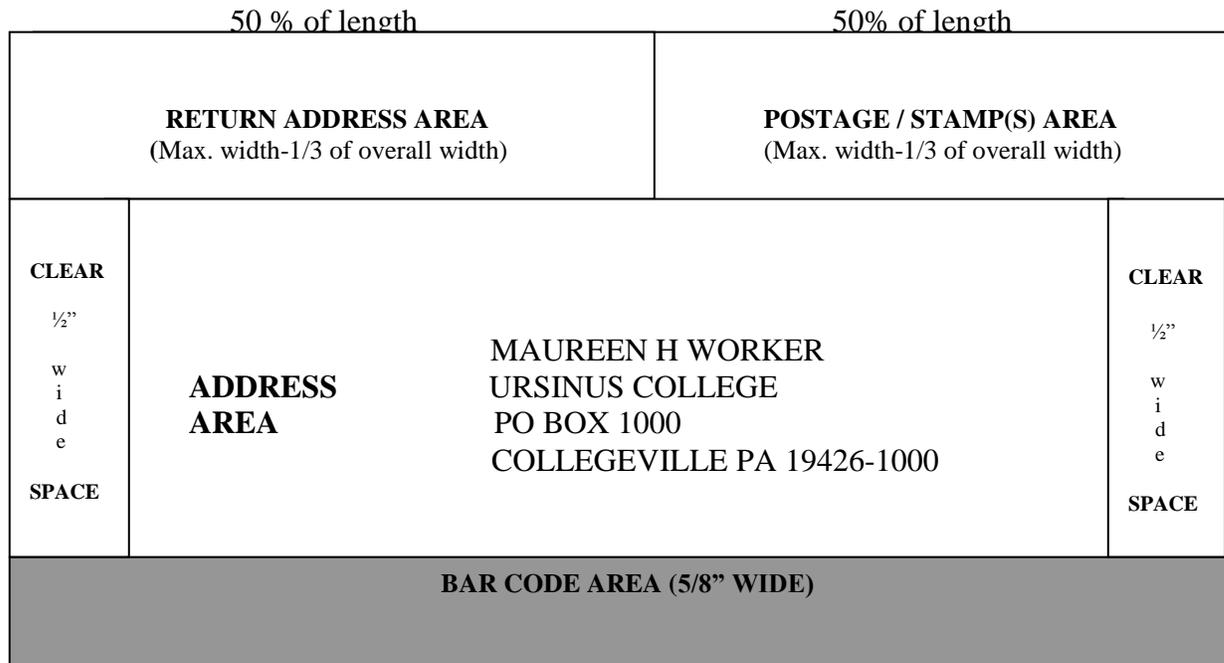
INTERNATIONAL ADDRESS FORMAT

MARY JONES
 321 STATION RD
 OTTAWA ONTARIO KIA OBI
 CANADA

Please note: The country should appear on the last line by itself.

LETTER TEMPLATE

The example below shows the proper format for addressing to insure efficient handling and delivery by the US Postal Service:



ADDRESS AREA. The complete address should be located within the indicated area (no return address information).

BAR CODE AREA. Please keep this area clear of all printing. The USPS will apply a barcode there.

RETURN ADDRESS AREA. Always use your return address and keep it in the upper left corner of your envelope. Due to USPS automation, your envelope may be returned to you if the return address is out of place.

STANDARD ADDRESS ABBREVIATIONS

Two-Letter State and Possession Abbreviations

Alabama	AL	Kentucky	KY	Oklahoma	OK
Alaska	AK	Louisiana	LA	Oregon	OR
Arizona	AZ	Maine	ME	Palau	PW
Arkansas	AR	Marshall Islands	MH	Pennsylvania	PA
American Samoa	AS	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Colorado	CO	Michigan	MI	South Carolina	SC
Connecticut	CT	Minnesota	MN	South Dakota	SD
Delaware	DE	Mississippi	MS	Tennessee	TN
District of Columbia	DC	Missouri	MO	Texas	TX
Federal States of		Montana	MT	Utah	UT
Micronesia	FM	Nebraska	NE	Vermont	VT
Florida	FL	Nevada	NV	Virginia	VA
Georgia	GA	New Hampshire	NH	Virgin Islands	VI
Guam	GU	New Jersey	NJ	Washington	WA
Hawaii	HI	New Mexico	NM	West Virginia	WV
Idaho	ID	New York	NY	Wisconsin	WI
Illinois	IL	North Carolina	NC	Wyoming	WY
Indiana	IN	North Dakota	ND		
Iowa	IA	Northern Mariana Is.	MP		
Kansas	KS	Ohio	OH		

Directional Abbreviations

North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Southwest	SW
Northwest	NW

Secondary Address Unit Indicators

Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Room	RM
Department	DEPT

C. ENVELOPES

- Appropriate Size and Strength

Enclosures will determine the appropriate envelope to be used.

The size should properly accommodate the insert(s). Excessively large envelopes will not keep the inserts firm. The inserts in such envelopes slide creating an imbalance of the envelope, risking ripping and loss of contents. A snug fit keeps the enclosure firm in the envelope.

Conversely, when an envelope is overstuffed it can burst at the seams. The result can be a total loss of the mailing.

The strength of the envelope should withstand the weight of its contents. If there is stress at the seams or sharp edges, the envelope is overloaded and can burst and lose its contents.

Please note: envelopes too large or too small may not process properly in our equipment. In some cases, such mail may be returned to sender's department.

- Window Envelopes

Enclosures that are designed so that the address appears in a window must allow for the address to be read even if the insert moves. Please do not use staples to prevent movement of the address from window view. If the addressed enclosure does *not* properly fit the window, use an envelope without a window.

- Address Placement

Placement of the address on the face of an envelope should conform to USPS specifications as shown on page 8.

The address should always be parallel to the longer side of the envelope.

- Labels

Labels for use on parcels, packages or large envelopes must be addressed according to the recommended format on page 8. Improperly prepared labels will be returned to you for correction and/or completion. Labels that are applied must be parallel to the bottom edge of the envelope to be processed by the USPS on automation equipment.

- Square Envelopes

The use of square envelopes (those with equal measurements of length and width) should be avoided. They are difficult to process, and are more costly because a surcharge must be added to the postage.

- Self-mailers

Sheets of paper that are folded in order to be mailed must be tabbed or taped before entering the mail stream. Please note that **there is a minimum thickness required for all self-mailers**. Self-mailers not rigid enough, will not process through mail equipment. Such mail pieces tend to tear and jam in equipment. **Please call Mail Services before planning a mailing using self-mailers.**

D. ENCLOSURES

- *Correspondence*

Mail of any kind for transport by the U S Postal Service should be enclosed in an appropriate envelope or parcel and sealed. The types of enclosures determine the mailing classification.

- *Non-mailable*

The following items are not permitted in envelopes:

- *Paper Clips*

- *Metal Pieces*

- *Glass Chips*

- *Sand*

In addition to jamming and/or damaging the mailing machines, these items can also cause serious injury to Mail Center employees.

All foreign countries also impose various restrictions depending on country and item(s) being mailed.

It is recommended that when mailing questionable items to U S or foreign destinations, the mailer should call the Mail Center for assistance.

E. SIZE REQUIREMENTS/ LIMITS

Letter Limits (There is a surcharge for any letter determined to be “Non-standard”) *

Height:	Minimum	3 ½ Inches	Maximum	6 1/8Inches
Length:	Minimum	5 Inches	Maximum	11 ½ Inches
Thickness:	Minimum	.0007 Inches	Maximum	¼ Inch

* **Non-standard** First Class mail is any mail that weighs 1 oz. or less and exceeds any of the following size limits:

- It’s length exceeds 11-1/2 inches
- It’s height exceeds 8- 1/8 inches
- It’s thickness exceeds 1/4 inch
- Its aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 2.5 inclusive

In addition, pieces that are less than the following dimensions are **non-mailable**:

- 3-1/2 inches in height
- 5 inches in length t
- .007 inches in thickness

Flat Limits:

Height:	Minimum	6 1/8 Inches	Maximum	12 Inches
Length:	Minimum	11 1/2 Inches	Maximum	15 Inches
Thickness:	Minimum	¼ Inches	Maximum	3/4 Inch

Parcel Limits: (See “How to measure a parcel” Page 10)

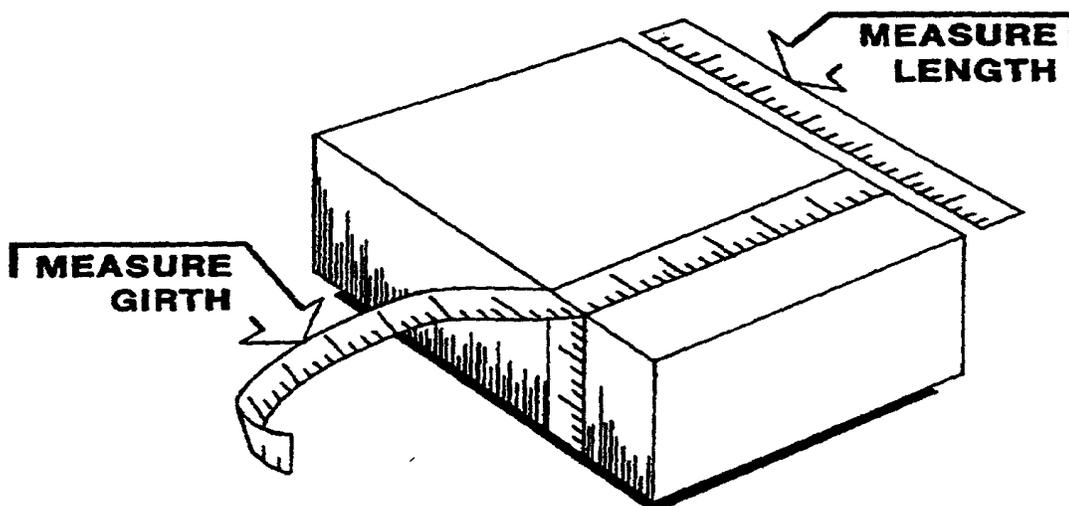
Weight:	Maximum	70 Pounds
Overall Size (Length + Girth):	Maximum	130 Inches

(See below-“How to measure a parcel”)*

* Please note; Parcels with combined length + girth between 84 and 108 inches are charged a minimum rate of 15 pounds.

How to measure a parcel.

1. Measure longest side (length).
2. Measure distance around parcel at its thickest part (girth).
3. Add both measurements (length + girth).



F. INBOUND MAIL AND PACKAGES

Proper addressing is critical for the timely delivery of inbound mail as well as outbound. In order for Mail Services to deliver your mail in the fastest manner, your name and department should be shown on all letters and packages.

Any unidentifiable mail is sent to the Business Office for processing (opening and identifying). Mail is returned to Mail Services and then directed to the proper department.

As you can see, omission of your name and/or department will probably delay the delivery of your mail.

Please notify your regular mail-senders to include your name and department on all mail. Thanks for your cooperation with this!

If you will be receiving any packages requiring special attention (i.e. delivery somewhere other than your department) please notify Mail Services ahead of time at extension 3483.

Also, please notify Mail Services if you will be changing departments, in order for us to make sure your mail and packages arrive at the correct location. If you leave your employment at the college, please make sure your department has your forwarding address. **Departments are responsible for the forwarding of mail for past employees.**

G. PLANNING & SAVINGS

Before producing a large or specialized mailing, contact Mail Services in order to ensure your mailing is properly prepared and designed for greatest postage savings.

Advance notice is also required so that Mail Services can effectively handle and process your large or specialized mailing. If you will be preparing a Nonprofit or First Class mailing using a permit imprint, please complete a *Bulk Mail Notice* that is available from Mail Services. The form should be submitted to Mail Services 2 weeks in advance of the mailing.

Information about preparing Nonprofit Mail can be found on Page 13.

Substantial savings may also be obtained by utilizing different mail classes or by simply making subtle changes in your mailing procedures.

Here are some suggestions for savings:

- Use Library or Media Mail rate instead of Priority Mail for packages.
- Do not use square envelopes.
- Do not use larger-than-needed envelopes.
- Use Nonprofit Mail (discounted rate) as much as possible.
- Use postcard-size pieces whenever possible.
- Use Next day PM, or 2nd day service instead of Overnight delivery if feasible.
- Use “guaranteed” Ground service instead of express service.

Contact us at extension 3483 with **any** questions. We can also assist in mail piece design.

H. PERSONAL MAIL & PACKAGES

Outbound personal mail and packages should be kept separate from college mail, and should have postage applied. If you are not sure of the postage charge, please bring the mail or package to the Mail Center. FYI, stamps are available at banks, supermarkets, on-line, as well as at the U.S. Post Office located on 3rd Avenue. Also, stamps are normally sold at the Bookstore on campus. Our personnel will be glad to help you determine the proper amount of postage required.

In order to ship a package or envelope by a carrier other than the USPS, please complete a Shipment Request form and attach it to the package. You will receive a bill that will need to be paid at the Business Office. Because of the increased volume of student packages, please limit your request for shipment of personal items.

Also note that inbound personal mail and packages for Faculty and Staff should not be delivered to the college.

Exceptions can be made, but we ask you to contact Mail Services before having any personal packages delivered to the Campus address. Thanks for your cooperation with this policy!

U.S. POSTAL SERVICE

CLASSES OF MAIL

A. FIRST CLASS MAIL

All mail meeting USPS guidelines may be mailed as First Class Mail. The following items **must** be mailed at First Class/Priority rates:

- Written or typewritten matter
- Items closed against postal inspection
- Personal correspondence
- Bills and statements of accounts

B. PRIORITY MAIL

All First Class mail exceeding 13 ounces and not exceeding 70 pounds is considered Priority Mail. At the option of the mailer, any mail weighing 13 ounces or less may be mailed at the Priority Mail rate. There is no minimum weight limitation.

Use Priority Mail when 2 to 3 day service is desired. **Please note that the 2 to 3 day delivery time is an approximation and is not guaranteed.** For guaranteed service, or for extremely important items, use Express Mail, or Federal Express.

Use Flat Rate Priority Mail envelopes and boxes where feasible. Be sure to contact Mail Services to determine what is best.

The U.S. Postal Service provides free Priority supplies (1-800-The-USPS). Mail Services also has supplies. Just call us with your request! (Ext.-3483).

C. EXPRESS MAIL

Express Mail is an extremely reliable and fast delivery service available from the US Postal Service. It reaches all major markets in the U S and 84 foreign countries. Express Mail provides shipment of items that can weigh up to 70 lbs. *This mail can be delivered seven days a week at no extra charge.*

Express Mail is guaranteed to be delivered the next day- in most cases- by Noon or 3:00 PM. Mail Services can tell you which time applies. (Some remote locations require two days for delivery).

Express mail offers a variety of service options to meet your mailing needs. The following are a list of these options. Contact the Mail Center for further details.

- Post Office to Addressee
- Post Office to Post Office
- Express Mail International Service

Domestic Overnight Delivery is **guaranteed** by the U S Postal Service (to most locations), and provides for a full postage **refund** if the item is not delivered on time. International deliveries vary by country of destination and are, consequently, not guaranteed. The Post Office, located on 3rd Ave., does offer a **guaranteed** International Express Mail service.

Do not place critical mail for this service in the internal mail system (unless the mail piece is in Express Mail packaging). Please deliver Express Mail to the Mail Center by 3:00 PM for same day processing. If your mail/parcel is not in Express Mail packaging, please complete a Shipment Request form available from Mail Services.

D. NONPROFIT MAIL (FORMERLY BULK MAIL)

To qualify as Nonprofit Mail, each piece must be identical and weigh less than 16 ounces. Each mailing must consist of 250 or more pieces. The following **cannot** be mailed as Standard Mail:

- A bill or statement of account.
- Actual or personal correspondence.

Substantial savings (50% or more) versus First Class rates are possible. Please keep in mind that **longer preparation and delivery times are likely**.

Advance notice (2 weeks) to Mail Services is required. Please complete and send a *Bulk Mail Notice* (available from Mail Services) to Mail Services 2 weeks in advance. This allows us to have supplies on hand, and funds distributed to USPS accounts. By notifying us ahead, we can also help with Nonprofit planning and mail piece design (including the proper use of permit imprints).

TO PROCESS YOUR MAILING:

1. Send a completed *Bulk Mail Notice* to Mail Services (2 weeks in advance).
2. If possible, use a Nonprofit Permit Imprint on envelopes. Please contact Mail Services regarding the use of an imprint.
3. Request USPS trays or tubs from Mail Services.
4. **Prepare your mail in Zip Code order.**
5. For letters-Place lowest numbered Zip Code in the front of USPS tray #1, and in ascending order, fill to the rear of tray.
6. Continue filling trays in same manner. When finished, make sure each tray is numbered. The letter with the highest numbered Zip Code should be in the last position of the highest numbered tray. Also, please list the range of Zip Codes for each tray.
7. All pieces must face forward, and may be sealed, or if not sealed, place flaps down.
8. For flats (any envelope greater than 6 1/8" high or greater than 11 1/2" long)-place them, standing up, in USPS tubs. All flats should be in numerical Zip Code order-lowest in front to highest in back. Please make sure each tub is numbered and the range of Zip Codes for each tub listed.
9. Flats should be sealed upon arrival at the Mail Center. If that is not possible, please contact Mail Services regarding the position of the flaps (up or down).
10. When finished, please complete and include another *Bulk Mail Notice*. Also, **please include one sample mail piece with your mailing** (for submittal to the USPS).

In order to help us efficiently process your Nonprofit Mailing, please comply with the above guidelines. We appreciate your cooperation! If you have any questions, please call us at extension 3483.

E. PACKAGE SERVICES (PARCELS)

Please note that any outbound package submitted to the Mail Center will be shipped as 1st Class/Priority Mail unless otherwise noted. To so note, please complete a Shipment Request form that is available from Mail Services.

Packages are limited to 70 pounds and 130 inches length and girth combined. Please see page 12 for more information.

There are four sub-classes of Package Services:

- Priority Mail
- Standard Post
- Library Mail
- Media Mail

The following are brief descriptions of each sub-class:

Priority Mail--Any First Class package weighing 14 ounces or more Delivery time is 2 to 3 days (not guaranteed).

Standard Post--More economical than Priority Mail. It also has a longer delivery time-2 to 5 days.

Library Mail--In general terms, this is a very economical service for shipping books, printed music, or museum materials. Ursinus College does meet the other requirements for using this service. Packages must be marked "Library Mail", and projected delivery time is 2 to 5 days.

Media Mail--Is a good choice for mailing film, audio and videotape, and computer-readable material at a reduced rate versus Priority Mail and Parcel Post. Delivery time is 2 to 5 days.

F. INTERNATIONAL MAIL

The principal categories of international mail are:

AIRMAIL	5 to 7 days	delivery time	(parcels may require 10 days).
INTERNATIONAL PRIORITY MAIL	3 to 7 days	“	“
GLOBAL EXPRESS	2 to 3 days	“	“

All mail and parcels must be separated from domestic mail and plainly identified as international mail. Please mark as *Airmail*

The destination country must be included in the address and should be on the last line.

Most items may be mailed to other countries. However, there are certain exceptions. If you have any questions about classification n required.

Letters do not require customs forms; however, **parcels do require customs forms**. If customs regulations are not followed and documentation is not included, the item may be impounded by customs until the addressee makes arrangements for clearance. Payment of duties may be required for the release of the item, as well. Custom rules apply whether the USPS or other couriers deliver mail.

The last line of any foreign address should be the country name spelled out in capital letters, in English.

U. S. POSTAL SERVICE

SPECIAL SERVICES

A. CERTIFIED MAIL

Use Certified Mail when you desire a record of delivery at the addressee's post office. A specific person or his or her agent must sign for the mail piece.

Certified Mail provides you with a record of delivery that is maintained at the recipient's post office for two years. Also, a return receipt is available. The return receipt provides you with a signature and proof of delivery, and can be obtained for an additional fee. Although usually included with Certified Mail, Return Receipt is not required.

Certified Mail service is available only for First Class and Priority Mail, and no insurance coverage is provided.

A bar-coded label and completed receipt (optional) must be affixed.

Mail Services asks that you please complete the forms and have them attached to the mail piece. These labels can be obtained from Mail Services.

B. DELIVERY CONFIRMATION

Delivery Confirmation provides mailers with information about the date and time an article was delivered, or if delivery was attempted but not successful, the date and time of the delivery attempt.

This service is available only at the time of mailing, and requires a fee in addition to applicable postage.

The following classes of mail offer Delivery Confirmation:

- Priority Mail
- Package Services
- Media Mail
- Library Mail
- Bound Printed Matter

To obtain Delivery Confirmation, please attach a post-it note to your package requesting the service.

C. BUSINESS REPLY MAIL

Business Reply Mail (BRM) enables mailers to receive First Class mail and pay postage only on the mail that is returned.

For example, your department may be doing a mass mailing in which you expect a large number of replies. By including a BRM envelope or post card in your mailing, you assume the cost of the letter or card being returned to you (the USPS charges the appropriate 1st Class postage plus a flat-rate markup for handling). Although the markup increases the cost per piece, you pay for only those letters or cards that are returned. Also, using BRM encourages people to reply to you, because there is no expense to them.

There are strict guidelines for the design of BRM, so please make sure to contact Mail Services in advance of mail piece design.

All BRM postage and handling charges are billed to departments.

Please be sure to include your department name or mail code on all BRM.

D. INSURED MAIL

You may obtain payment for domestic mail that has been lost, rifled or damaged by having it insured. Insurance must be purchased at time of mailing.

Insurance for the following mail types is available;

- Package Services.
- First Class Mail, if containing matter that may be mailed as Standard Mail.
- Standard Mail subject to the residual shape surcharge.

Please note that the maximum amount of insurance is \$5000.00.

Mail Services can assist you with this service. Please contact us at extension 2483.

Express Mail includes \$500.00 insurance at no extra charge. Insurance above that amount is available. Please call Mail Services at extension 2483 for a quote.

PACKAGE CARRIER SERVICES (FED EX, UPS, DHL)

A. CARRIERS AVAILABLE:

- Federal Express (Our preferred carrier)
- UPS
- DHL

B. SHIPMENT REQUEST FORM / ADDRESSING STANDARDS

A Shipment Request form **must accompany** all packages for shipment by carriers **other than the Postal Service**. These forms are available from Mail Services and should have all parts completed.

Complete addresses that include specific information such as apartment or suite numbers are very important. Include telephone numbers if available.

Please note: Fed Ex, UPS, and other non-postal carriers **cannot deliver to P.O. boxes**. Suitable addresses should include street name and number.

The following mailings require a completed request form:

- Mail or packages for next day, 2nd day or 3rd day delivery
- Any U.S. Mail service other than 1st Class or Priority Mail (e.g. Express Mail).
- Any non-postal carrier service (Fed Ex, UPS, etc.)

Any outbound packages received in the Mail Center that do not have a completed form attached, will be shipped via the U.S. Postal Service (First Class / Priority Mail).

C. ENVELOPES & PACKAGING

Envelopes

The various carriers supply us with 9" x 12" envelopes sometimes called Overnight Letters.

These envelopes can also be used for 2-day delivery service.

Packaging

We also have on hand other packaging that is supplied by the carriers. We ask that you have all packages ready for shipment upon their arrival at the Mail Center. Please request any supplies that you need, and always use the smallest, lightest packaging that is suitable, in order to reduce shipping costs.

D. SIZE AND WEIGHT LIMITS

The **maximum weight** per package is **150 pounds** however; weights above 70 pounds increase shipping costs dramatically.

The **maximum length** per package is **108 inches**.

The **maximum size** per package is **130 inches** in length and girth combined. Please see *How to measure a parcel* on page 12 for further information.

Additional handling charges may apply for items encased in wood or metal, or other items such as tires.

E. DELIVERY TIME OPTIONS

Because there is a wide range of delivery options and associated costs, please call Mail Services to assure that the most economical service is used.

FED EX is presently our preferred carrier.

Scheduled delivery times are:

- Next day Early AM 8:30 AM (Very costly, and should be used with discretion).
- Next day AM 10:30 AM
- Next day PM 3:00 PM
- 2nd day AM
- 2nd day PM
- 3rd day PM
- Ground 1-6 days

Please note that for all carriers except the Postal Service, Next day delivery of Friday shipments is the following Monday (Saturday Delivery is available for a premium charge and must be clearly marked “Saturday Delivery”).

The Postal Service’s Express Mail will be delivered on Saturday if mailed on Friday.

F. CAMPUS SCHEDULE / CUT-OFF TIMES

- 2:15 PM.....Last on-campus pickup (Corson Hall)
- 2:30 PM.....Cut-off for all air services except Fed Ex
- 3:00 PM.....Cut-off for USPS (Post Office)
- 4:00 PM.....Cut-off for Fed Ex

For the complete Mail Services Daily Schedule, please see page 3.

OTHER SERVICES

A. PURCHASING

All purchases should be placed with the Purchasing Department (Joyce Makoid-extension 3597). Purchasing will assign a Purchase Order Number to your request. Please use this as your reference number. If you do not use the Purchasing Department, it is imperative that your name and department is included on all packages and paperwork in order for the Receiving Department to properly process your items.

B. RECEIVING

All shipping and receiving is handled by Mail Services. The Shipping & Receiving Department is located in the Facilities Services Building adjacent to the Mail Center.

In order to facilitate the processing of your packages, upon arrival here, we ask that **all ordered items contain either a purchase order number or your name and department**. Without this information, the delivery of your items may be delayed.

If you will be receiving items requiring special attention, please notify the Purchasing Department or Receiving in advance of delivery. A Work Order may need to be processed through Facilities Services.

Incoming packages are processed and delivered the same day they are received.

Receipt of Freight Policy

This policy pertains only to deliveries made to the college via truck or common carrier. **It does not apply to deliveries received here via the US Postal Service, Fed Ex, UPS, or DHL.** It is intended to facilitate the receipt and delivery of all items received here. **No freight will be refused due to lack of compliance to this policy!**

- All deliveries via truck (common carrier) should be coordinated with Mail Services. Call ext. 3483 or e-mail mailcenter@ursinus.edu
- Please notify Mail Services in advance of delivery with the following information:
 1. Items to be delivered.
 2. Approximate delivery date.
 3. Campus destination.
 4. Any special requirements.
- We also require 24 hours advance notice of delivery. **Please request your supplier/vendor to have the freight company call 610-409-3483 one business day in advance of the delivery.**
- Receiving hours of operation are: Monday-Friday 8:00 AM-3:30 PM.

Please remember when placing any order, the preferred method is to contact the Purchasing Department (Joyce Makoid ext. 3597).

Personal packages should not be delivered to the college. Exceptions can be made. Please contact Mail Services at extension 3483.

C. SHIPPING

All shipping is handled through Mail Services. Information regarding **Package Shipments** can be found on Pages 17 and 18. This applies to any packages handled by the following carriers:

- The USPS (Post Office)
- Federal Express (Our preferred package carrier)
- UPS

The carriers listed above handle a large majority of our shipping needs. Occasionally, however, a need arises where a trucking service (common carrier) is required. This may occur because of excessive weight or size. If you have such a situation, please notify Mail Services with the following information:

- Items to be shipped.
- Requested ship date.
- Quantity of items.
- Weight of items (if available).
- Address and RMA # (if available).
- Insurance required.
- Any special requirements

Upon receiving this information, our shipping department will schedule pickup of your items by an appropriate trucking company. We will also process a Work Order through Facilities Services in order to have your items picked up and delivered to our Shipping area.

Please notify Mail Services (extension 3483) several days in advance of your items being ready for shipment.

