

Mail Classification and Standards

The cost of mailing varies with each classification.

Oversize/Underweight Mail

First Class, Third Class and International Letter Class Mail weighing one ounce or less is non-standard if it exceeds any of the following size limits: Letter 6 1/8 x 11 for self mailers, 6 1/8 x 10 1/2 for bound booklets and must not exceed 1/4" in thickness. There is an additional charge on each piece of mail that is found to be non-standard. In addition, pieces which are less than 3 1/2" in height, or 5" in length, or the thickness of a postcard (.007 thick) are non-mailable in the U. S. Postal Service and are subject to return.

First Class Mail

Any mailable matter may be mailed as First Class Mail. The following materials are considered first-class matter and must carry postage at First Class or Priority Mail rates.

- Matter wholly or partially handwritten or typewritten (including identical copies prepared by automatic typewriter), originals or carbons, invoices (except when accompanying the matter to which they relate), postal cards and post cards.
- Matter sealed and closed against postal inspection.
- Bills and statement of accounts, regardless of method of preparation or quantity of identical pieces mailed, except authorized enclosures in, or attachments to, second, third, or fourth class mail.
- Price lists with written-in figures changing items or prices.
- Any Business Reply mail.
- Blank printed forms filled out in writing, including canceled or un-cancelled checks.
- The product of a computer may or may not be First Class matter. It depends on the content. Contact your post office mailing requirements section for additional information, or the Mail Center.

Priority Mail

Priority mail is First Class Mail weighing more than 11 ounces, utilize when (two or three) day service is desired. The maximum weight is 70 pounds and the maximum size is 108 inches in girth.

Third Class Mail

The following items are considered to be examples of Third Class Matter:

- Circulars
- Catalogs
- Booklets
- Newsletters
- Merchandise
- Product Samples
- Photographs
- Printed Matter

Each piece of third class mail must be less than 16 ounces, but over 11 oz.. Anything heavier must be mailed as fourth class or first class priority mail.

The standards for size and surcharge assessment for single piece third class matter weighing one ounce or less are the same as for first class.

Fourth Class Mail/Parcel Post

The following items are considered to be examples of Fourth Class Matter:

- Packages or Parcels
- Sound Recordings
- Library Materials
- Merchandise
- Bound Printed Matter

Each piece of Fourth Class matter must not exceed 70 pounds in weight and a maximum size of 108" in length and girth combined.

Accountable Mail

Referred to as such by the U. S. Postal Service and the Mail Center, accountable mail includes all Certified, Registered, and Insured mail. Be sure that this mail is separated from all other mail when presented at the Mail Center.

- **Certified Mail** - Certified Mail provides a mailing receipt and a record of delivery maintained at the recipient's post office. A return receipt to provide the sender with proof of delivery can be obtained for an additional fee. Certified mail service is available only for First Class Mail. No insurance coverage is provided. A numbered label and completed receipt must be affixed.
- **Registered Mail** - The registered mail system is designed to provide added protection for valuable mail. Postage insurance may be purchased to cover articles valued up to \$25,000. Registered mail is the most secure mail the U. S. Postal Service offers. It incorporates a system of receipts to monitor registered articles from the point of acceptance to delivery. Return receipt and restricted delivery services are available for additional fees.
- **Insured Mail** - You can obtain payment for domestic mail that has been lost, rifled or damaged by having it insured. You can buy insurance up to \$600 for third and fourth class mail. Insurance is also available for merchandise mailed at the Priority Mail or First Class mail rates.
- **Return Receipts** - A return receipt is your proof of delivery. A return receipt is available for insured mail \$75 and over in value, and on certified, registered and domestic Express mail shipments. The return receipt identifies the article number, who signed for it, and the date it was delivered.

Express Mail

This is a premium service and should only be requested when a mailing must be delivered by the next day. Express Mail is an extremely reliable and fast delivery service available from the U. S. Postal Service. It reaches all major markets in the U.S. and 84 foreign countries. Express Mail provides for the shipment of letters, documents and other mailable items and carries document reconstruction insurance at no additional cost.

Before using this service, it is recommended that you check with the Mail Center to insure that the address of the addressee is guaranteed for next day service.

Domestic Overnight Delivery is guaranteed by the U. S. Postal Service and provides for a full postage refund if the item is not delivered on time.

International deliveries vary by country of destination. No guarantees are offered by the U. S. Postal Service since they have no control over foreign delivery systems, hence there is no provision for refund.

International Mail

Most items are mailable to foreign countries. However, there are certain restrictions. It is of the utmost importance that departments contact the Mail Center when sending international mail to determine the proper classification and documentation required for customs declarations.

If custom regulations are not followed and documentation is not exact, the item will be impounded by customs until the addressee makes arrangements for clearance and the payment of whatever duties are required for the release of the item.

The Mail Center contracts with an International Mail Service which handles international mail. Mail forwarding provides rates lower than the U. S. Postal service rates, and faster delivery time.

When preparing international mail, do not combine it with other mail. It must be submitted to the Mail Center with a separate Postage Meter Charge form.

[International Mail Addressing Information](#)