

## **Mailer's Services**

### **Personal Mail**

The Mail Center does not process incoming and outgoing personal mail. Personal packages received by the Mail Center may be returned to the shipper. Other delivery arrangements should be made for non business related items. For shipping personal items via mail & stamp purchases, there is a USPS contract postal unit located in building 500 inside the Bookstore on the 1st floor. This kiosk is staffed between the hours of 8:30-4:30 Monday-Friday.

### **Large Mailings**

When planning a large mailing consult with the Mail Center manager or Printing Services. This will help to ensure your mailing program is cost effective, efficient, timely and meets the necessary guidelines for bulk or non profit rates.

### **Sealing**

Automatic sealing of standard size gummed envelopes for mailing is provided by the Mail Center. Flaps can be opened or closed but all pieces should be stacked in the same facing order for sealing and affixing postage. Contents should be as flat as possible. Do not overstuff the envelopes.

### **Reply Mailing**

- Business Reply Mail (BRM) - BRM service enables mailers to receive replies by First Class mail while paying postage only on the mail which is returned. The permit holder guarantees payment of the appropriate First Class postage, plus a handling charge per piece. Business reply mail cannot be sent to foreign countries. (NOTE: The Postal Service has strict preparation requirements for Business Reply Mail. Contact the Mail Center Manager or Printing Services for the proper format before printing or re-printing Business Reply mail. The USPS requires and issues certain artwork for Business Reply Mail this service must conform to their standards.)
- Meter Reply Mail - In some instances, Meter Reply Mail is the most cost-efficient method for reply mailing since there is no service charge, but postage is prepaid on all pieces mailed out. For more information, contact the Mail Center.