

# Mail Transmittal

Mail processed daily between 10:00 and 11:00 AM and 2:30 – 3:30 PM

## UPS

- **Ground**-Ground is the least expensive way to ship UPS with insurance and tracking. Ground may deliver in up to 7 business days.
- **Overnight**-Overnight is available within the United States ONLY and must be sent to a physical address. The price for overnight ranges from 14.00 to 24.00 and will deliver by 10:30 am the following business day. All fees are determined by zip and weight and calculated by software.
- **2<sup>nd</sup> Day** – Second Day is within two business days of shipping cut off time of 3:30.
- **3 Day**- Three day is three days from shipping cut off.
- **Global Express**- Global express is used for International shipment of documents. The cost usually ranges from 80.00 to in excess of 200.00.
- **All UPS must be delivered to the Mailroom no later than 3:30 and must be addressed to a physical address.**

## USPS

- **Parcel Post**- Parcel Post is the most inexpensive way to ship a package but can take up to 10 business days to deliver.
- **First Class**- First Class delivers within 3-5 days but depends on zip. The USPS will not guarantee this delivery range but strives to meet it.
- **Priority Mail**- Priority Mail delivers in 2-3 business days. For a one ounce letter the cost is 4.95.
- **Certified Mail**- Certified Mail requires a recipient signature for pick up. Base price is 3.24 for one ounce letter.
- **Delivery Confirmation**-Delivery Confirmation is available for an additional .80 and provides the customer with a tracking number.(not a dependable USPS function)
- **Return Receipt**- Return Receipt requires a signature card that is returned to the sender. With Certification base price is 5.54.
- **Express Mail**- Express Mail is used to ship overnight to a Post Office box. Depending on zip code the Post Office will either guarantee a next day or second day delivery. Price for Express mailer is 15.90.
- **Express Mail does not guarantee next day delivery. To use the Express mail system, the envelope and label must be delivered to the PO window by no later than 4:00pm. We cannot add Express to our daily outgoing mail. It is the responsibility of the sender to deliver Express Mail to the Post Office.**

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Date \_\_\_\_\_

Postage \_\_\_\_\_ UPS \_\_\_\_\_ No. of Pieces/Packages \_\_\_\_\_

GL Account Number \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-67008-\_\_\_\_

Special Instructions \_\_\_\_\_

Sender Department & Signature \_\_\_\_\_

Dept Contact # \_\_\_\_\_ UPS tracking \_\_\_\_\_ (mailroom use only)