



This guide will explain your options for mailing and help you choose the services that are best for you

## IMPORTANT NEWS

### **Move Update**


The move Update standard currently applies to mailings of First-Class Mail. The minimum frequency for Move Update changed from 185 days to 95 days prior to the date of mailing and the Move Update standard is required for all Standard Mail. In order to comply with the Move Update standard, mailers must update an address used on a mail piece in a mailing for any class of mail with an approved method. Customers can also meet the Move Update standard if the same address is used in a First Class Mail or Standard Mail mailing within 95 days after the address has been updated. Except for mail bearing an alternative address format, an address used on all pieces claiming Standard Mail rates will be required to meet the Move Update standard.

### **Designing Your Flats For The New Address Formats**

If you mail flats (envelopes that measure larger than 6 1/8" x 11 1/2") you need to be aware that your design may have to change in order to meet new address requirements from the USPS. Effective now addresses on flats will have to be positioned in the top half of the mail piece or in the right or left half of the mail piece depending on the format being used, landscape or portrait. As you design your catalogs or large envelopes for next year, make sure your designers are updated on the new address specifications or your mail will be subjected to added surcharges or may not be accepted.

# What Are You Mailing?

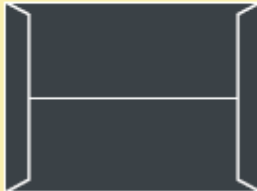
Knowing the **shape** of your mail helps you select the right services.



**Postcard**  
Rectangular cardstock mailpiece not contained in an envelope



**Letter**  
Small rectangular mailpiece no thicker than 1/4 inch



**Large Envelope**  
Flat rectangular mailpiece no thicker than 3/4 inch



**Package**  
A three-dimensional mailpiece contained in a box, thick envelope, or tube, weighing up to 70 pounds

		Length	Height
Postcard	minimum	5 inches	3-1/2 inches
	maximum	6 inches	4-1/4 inches
Letter (up to 3.5 ounces)	minimum	5 inches	3-1/2 inches
	maximum	11-1/2 inches	6-1/8 inches
Large Envelope	minimum*	11-1/2 inches	6-1/8 inches
	maximum	15 inches	12 inches

\*Large envelopes exceed one or more letter-size maximum dimensions.

**Package**

Weight cannot exceed 70 pounds.  
Length + girth (distance around the thickest part of package) cannot exceed 108 inches.  
(Parcel Post cannot exceed 130 inches.)

## Choosing a Service for Mailing

Shape + Speed + Cost = Service

 <p><b>70lbs or less</b></p>	<p><b>1–2 days</b> money-back guarantee</p>	<p><b>\$\$\$</b> based on weight, and distance</p>	<p><b>Express Mail</b></p>
 <p><b>70lbs or less</b></p>	<p><b>2–3 days</b> on average</p>	<p><b>\$\$</b> based on weight, shape, and distance</p>	<p><b>Priority Mail</b></p>
 <p><b>13oz or less</b> <b>3.5oz or less</b></p>	<p><b>1–3 days</b></p>	<p><b>\$</b> based on weight and shape</p>	<p><b>First-Class Mail</b></p>
 <p><b>70lbs or less</b></p>	<p><b>2–9 days*</b></p>	<p><b>\$</b> based on weight and distance</p>	<p><b>Parcel Post</b></p>
 <p><b>70lbs or less</b></p>	<p><b>2–9 days*</b></p>	<p><b>\$</b> based on weight</p>	<p><b>Media Mail</b></p>

## Tips and Tools for Measuring

Use these rulers and guide boxes to measure the shape and size of your mail.



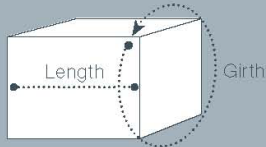
maximum thickness for Letters 1/4" thick



maximum thickness for Large Envelopes 3/4" thick

maximum size for Postcards  
6" long x 4-1/4" high

minimum size for Postcards and Letters  
5" long x 3-1/2" high



**Length** = longest side of the box

**Girth** = measurement around the thickest part of the box perpendicular to the length

For Parcel Post, the maximum length + girth is 130".

For other services, the maximum length + girth is 108".

Oversized prices may apply.

Once a piece of mail exceeds the maximum length, height, or thickness of one shape, it automatically gets classified as the next largest shape.

maximum size for Letters  
11-1/2" long x 6-1/8" high  
Large Envelopes exceed one of the  
letter size maximum dimensions.

### Unusual Shapes and Sizes

Sometimes a piece of mail requires additional postage because it is a certain shape or size that is difficult to process on mail sorting machines. To make sure you're paying the correct postage, visit [www.usps.com](http://www.usps.com) or call 1-800-ASK-USPS. These are examples of mail that could require additional postage:

- Square envelopes
- Packages larger than 34 inches long, 17 inches wide, or 17 inches high
- Packages weighing more than 35 pounds
- Envelopes on which the address is written parallel to the shorter edge
- Books or printed material weighing more than 25 pounds
- Large, lightweight Priority Mail and Parcel Post packages.
- Tubes and rolls

The diagram features three icons representing unusual mail shapes: a square envelope labeled 'square', a rectangular envelope with a dashed line indicating the address is written parallel to the shorter edge, and a cylindrical tube labeled 'tube'. Blue arrows point from a list of examples on the right to each of these icons. At the bottom of the diagram is a ruler with markings from 8 to 12 inches.

## Several mailing services are available to fit your needs

### **Express Mail®**

Letters, large or thick envelopes, tubes, and packages containing mailable items can be sent using Express Mail. This money-back guaranteed service includes tracking and insurance up to \$100. Additional insurance up to \$5,000 may be purchased for merchandise. Sunday and holiday delivery is available to many destinations for an additional \$12.50 Express Mail envelopes and boxes are available at the Post Office™.

### **Priority Mail®**

Large or thick envelopes, tubes, and packages containing mailable items can be sent using Priority Mail. This service is typically used to send documents, gifts, and merchandise. Priority Mail envelopes and boxes are available at many Post Offices and can be ordered from [www.usps.com](http://www.usps.com).

### **First-Class Mail®**

Postcards, letters, large envelopes, and small packages can be sent using First-Class Mail. This service is typically used for personal and business correspondence and bills.

### **Parcel Post®**

Small and large packages, thick envelopes, and tubes containing gifts and merchandise can be sent using Parcel Post.

### **Media Mail™**

Small and large packages and thick envelopes can be sent using Media Mail. Contents are limited to books, manuscripts, sound recordings, recorded videotapes, and computer-readable media (not blank). Informally called "Book Rate," Media Mail cannot contain advertising, except eligible books may contain incidental announcements of books. Media Mail is usually less expensive than Parcel Post.

### **Flat-Rate Envelopes**

let you send your document for one low price regardless of how much the item weighs. Express Mail Flat-rate envelopes are \$18.95 and E.M. boxes are \$ 39.95. Priority Mail flat rate envelopes are \$ 5.15. Purchase flat-rate stamps in advance to save time when you're ready to mail.

### **Priority Mail Flat-Rate Boxes**

are available, regardless of the actual weight of the piece at the following prices: Small Flat-Rate boxes \$ 5.35, Medium Flat-Rate Boxes \$ 11.35 and Large Flat-Rate · Domestic or APO/FPO addresses: \$15.45 · APO/FPO destination addresses: \$13.45.

## Extra services can provide additional protection and peace of mind

### **Certified Mail™**

Provides proof of mailing at time of mailing and the date and time of delivery or attempted delivery. \$2.95 Return Receipt can be added to confirm delivery.

### **Insured Mail**

Provides coverage against loss or damage up to \$5,000. *Fee based on value of item. Starts at \$1.85*

For items insured for more than \$200, Return Receipt can be added to confirm delivery.

### **Registered Mail™**

Provides maximum security. Includes proof of mailing at time of mailing and the date and time of delivery or attempted delivery.

Insurance can be added up to \$25,000. *Fee based on value of item. Starts at \$10.95*

Return Receipt can be added to confirm delivery.

### **Return Receipt**

provides a postcard or electronic notification with the date of delivery and recipient signature. It must be requested at time of mailing, *\$2.35 extra (by mail)*.

# Addressing Your Mail

The accuracy of the address affects the speed and handling of your mail.

## Return Address

Print or type your address in the upper left corner on the *front* of the envelope.

## Extra Services

Place labels for extra services above the delivery address and to the right of the return address, or to the left of the postage.

## Postage

Use stamps, a postage meter, or a FC Postage system to affix the correct amount. You can calculate postage online at [www.usps.com](http://www.usps.com). also see page 20 for prices

## Recipient Name

## Name of Organization

## Street Address

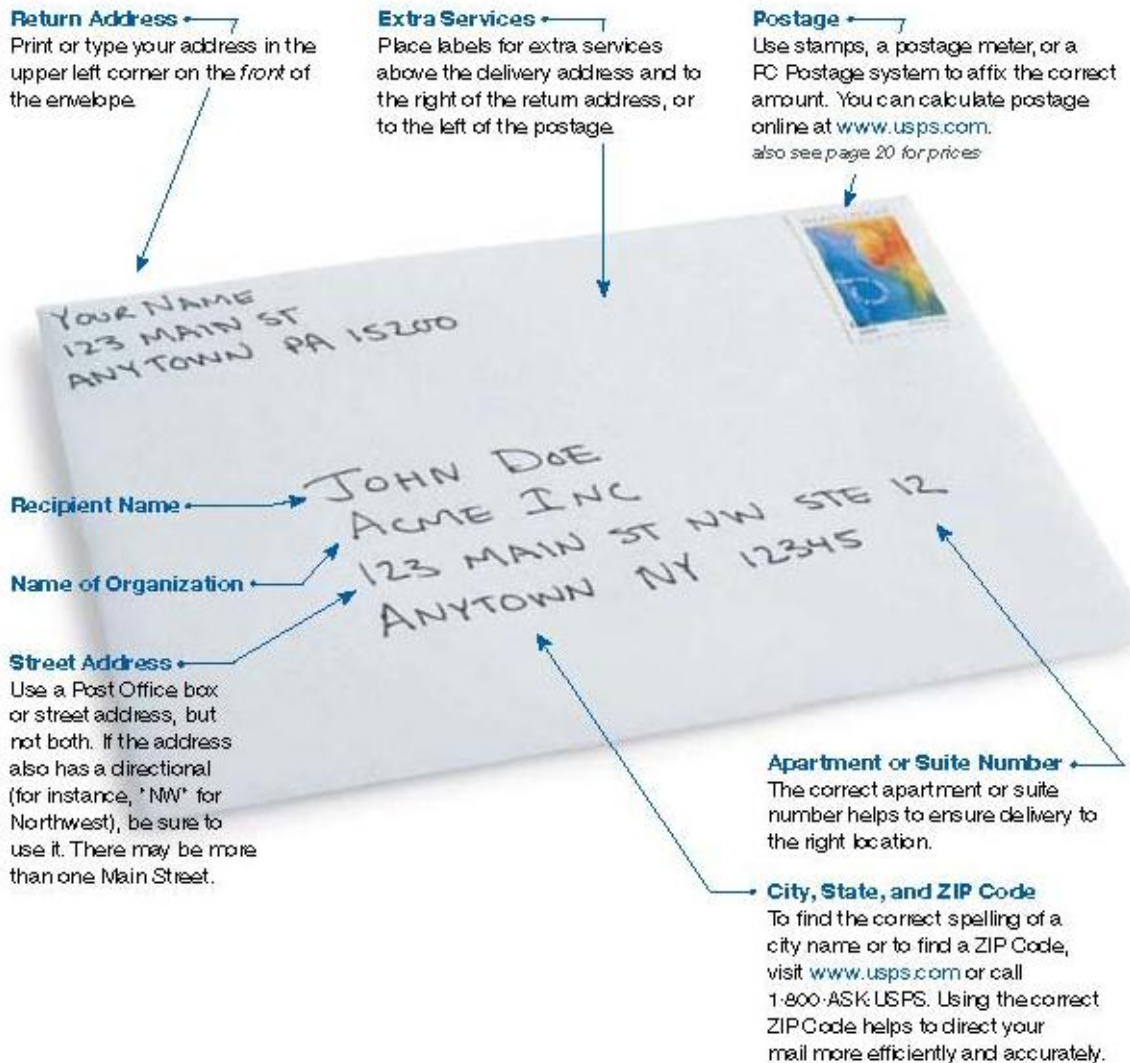
Use a Post Office box or street address, but not both. If the address also has a directional (for instance, "NW" for Northwest), be sure to use it. There may be more than one Main Street.

## Apartment or Suite Number

The correct apartment or suite number helps to ensure delivery to the right location.

## City, State, and ZIP Code

To find the correct spelling of a city name or to find a ZIP Code, visit [www.usps.com](http://www.usps.com) or call 1-800-ASK-USPS. Using the correct ZIP Code helps to direct your mail more efficiently and accurately.



**Return Address**

Print or type your address in the upper left corner on the same side of the package as the delivery address.

**Extra Services**

Place labels for extra services above the delivery address and to the right of the return address, or to the left of the delivery address.

**Postage**

Use stamps, a postage meter, or a PC Postage system to affix the correct amount. You can calculate and purchase postage online at [www.usps.com](http://www.usps.com).

**Delivery Address**

Print or type the delivery address parallel to the longest side of the package. Print or type clearly with a pen so that your address is legible from an arm's length away. Do not use commas or periods.

**Confirmation Services**

Labels for Delivery Confirmation or Signature Confirmation are placed to the left of the address label.

**City, State, and ZIP Code**

To find the correct spelling of a city name and state abbreviation or to find a ZIP Code, visit [www.usps.com](http://www.usps.com) or call 1-800-ASK-USPS. Using the correct ZIP Code helps direct your mail more efficiently and accurately.

**Drop Off**

If your mail item weighs 13 ounces or less, and you have affixed correct postage, you can drop it into a blue collection box. If your item weighs more than 13 ounces, and you have affixed postage stamps, you must take it to the Post Office.



# Domestic Postage Prices

## Simplified Price Chart Prices Effective January 22, 2012

One ounce is approximately equal to three sheets of paper plus a standard envelope.

### Express Mail®

Flat-Rate Envelope \$ 18.95  
Express Mail cost is based on weight and distance.  
For Sunday/holiday delivery, add \$12.50.  
Other prices are available up to 70 lbs.

### Priority Mail®

Flat-rate envelope \$ 5.15  
Priority Mail Flat-Rate Boxes are available, regardless of the actual weight of the piece at the following prices:  
small \$ 5.35  
medium \$ 11.35  
Large Flat-Rate Boxes  
- Domestic or APO/FPO addresses: \$15.45  
Large Flat-Rate Box  
- APO/FPO destination addresses: \$13.45

### First-Class Mail® Letters and Cards

Postcard \$ 0.32  
1 oz \$ 0.45  
2 oz \$ 0.65  
3 oz \$ 0.85  
3.5 oz \$ 1.05  
For heavier weights, or unusuallyshaped letters see First-Class Mail Large Envelopes.

**Letters** are subject to a \$0.20 surcharge if they are square, rigid or have certain nonmachinable characteristics.

### First-Class Mail® Large Envelopes

1 oz \$ 0.90  
2 oz \$ 1.10  
3 oz \$ 1.30  
4 oz \$ 1.50  
5 oz \$ 1.70  
6 oz \$ 1.90  
7 oz \$ 2.10  
8 oz \$ 2.30  
9 oz \$ 2.50  
10 oz \$ 2.70  
11 oz \$ 2.90  
12 oz \$ 3.10  
13 oz \$ 3.30  
If more than 13 ounces, see Priority Mail.

### First-Class Mail® Parcels

1 oz \$ 1.95  
2 oz \$ 1.95  
3 oz \$ 1.95  
4 oz \$ 2.12  
5 oz \$ 2.29  
6 oz \$ 2.46  
7 oz \$ 2.63  
8 oz \$ 2.80  
9 oz \$ 2.97  
10 oz \$ 3.14  
11 oz \$ 3.31  
12 oz \$ 3.48  
13 oz \$ 3.65  
If more than 13 ounces, see Priority Mail.

### Parcel Post®

Prices are based on weight, shape, and distance. For example, a 5-lb package would cost approximately \$6.80 and up. Very heavy or unusually-shaped items may require additional postage.

### Media Mail™

1 lb \$ 2.47  
2 lbs \$ 2.89  
3 lbs \$ 3.31  
4 lbs \$ 3.73  
5 lbs \$ 4.15  
Other prices are available up to 70 lbs.

### Extra Services

Certificate of Mailing \$ 1.15  
Certified Mail \$ 2.95  
Insured Mail starts at \$ 1.85  
Registered Mail starts at \$ 10.95  
Return Receipt starts at \$ 2.35

# International Postage Prices

## Postcards

Canada \$0.85

Mexico \$0.85

All other countries \$1.05

## Letters

Weight Not Over (oz.)	Price Groups			
	1	2	3-5	6-9
1	\$0.85	\$0.85	\$1.05	\$1.05
2	1.17	1.44	1.92	1.85
3	1.49	2.03	2.79	2.65
3.5	1.81	2.62	3.66	3.45

## Large Envelopes (Flats)\*

Weight Not Over (oz.)	Price Groups			
	1	2	3-5	6-9
1	\$1.50	\$1.50	\$1.75	\$1.75
2	1.65	2.03	2.53	2.49
3	1.80	2.56	3.31	3.23
4	1.95	3.09	4.09	3.97

- Up to 16 pounds

## Priority Mail International

### Flat-Rate Envelope and Small Flat-Rate Box

Canada and Mexico \$12.95

All other countries 16.95

The maximum weight is 4 pounds

### Regular/Medium Flat-Rate Box

Canada and Mexico \$32.95

All other countries 47.95

The maximum weight is 20 pounds

### Large Flat-Rate Box

Canada and Mexico \$39.95

All other countries 60.95

The maximum weight is 20 pounds

International prices vary according to service, weight and country of destination. For more information visit [www.usps.com](http://www.usps.com)

Do you know that NYU Mail Services provides convenient outgoing mail service for University students, faculty and staff? Located just south of the Citibank branch, the NYU Mail Services address is **547 LaGuardia Place**. NYU Mail Services processes an average of 125,000 pieces of incoming, outgoing and interoffice mail & parcels each day - an amount equivalent to the mail volume of a small city. The services we provide are listed below or you can visit our website at [www.nyu.edu/mail.services](http://www.nyu.edu/mail.services) .

- General Lobby Service for students, faculty and staff provides service in all classes of outgoing Domestic & International mail which includes Stamps, Certified Mail, Registered Mail, Insured Mail and Next Day Delivery Service via the United States Postal Service (USPS) or United Parcel Service (UPS). Postage Stamps (400 stamp limit) are also available for purchase. Please note that NYU Mail Services accepts only cash or Campus Cash for payment of personal mail/packages. Personal checks and credit/debit cards are not accepted. **Lobby Service hours are Monday through Friday, from 8:30am to 5:30pm.**

- All Certified, Registered or Insured Mail received before 3pm for mailing at NYU Mail Services is deposited each day to a neighborhood US Post Office for delivery processing. These categories of mail received after 3pm are deposited to the USPS the **next business day**.

- United Parcel Service mailings requiring ground, next day, second day, Saturday or International delivery is available at University discounted rates. All Post Office Box addressed mail/packages requiring expedited delivery must be sent via the USPS Express Mail Service.

- Incoming, outgoing & inter-campus mail/parcel delivery and pickup is provided once daily for all campus locations. All mail collected is metered and dispatched the same day for entry into the USPS mail stream. All University mail must be accompanied by a completed Postal Charge slip to ensure accurate postage accounting.

- Please note that all outgoing Domestic & International Mail must adhere to U.S. Postal Service rules & regulations. Our In-house Certified Mail Piece Design Consultants are available to provide information regarding USPS procedures and requirements. For information, please contact NYU Mail Services at 212-998-1010.

#### **NYU MAIL SERVICES MANAGEMENT TEAM**

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*NYU Mail Services is not an affiliated with the USPS or UPS in any manner*