

# MAIL PREPARATION GUIDELINES

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**NYU**

Financial Operations  
and Treasury

## CAMPUS MAIL

Campus mail should always be enclosed in reusable intercampus envelopes which can be handwritten or addressed using labels.

**NEW YORK UNIVERSITY MAIL SERVICES-INTEROFFICE ENVELOPE**  
 Automated Mail System for the NYU Community  
**FOR OFFICIAL UNIVERSITY BUSINESS ONLY**  
 1. Please use the drop services to deliver mail to each Mail Code.  
 2. Please write on the next available line using a black ball-point pen.

**DO NOT USE AVENTY-STYLE LABELS ON THIS ENVELOPE.**  
 Just copy the strip labels available from Copy Central.

**COPY CENTRAL AREA**

12	NAME OR DEPARTMENT	BUILDING AND ROOM	MAIL CODES (3 THIS SIDE)
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Internal mail addressed with campus NYU Mail Code will receive priority treatment. MAIL CODES ARE PUBLISHED IN THE NYU PHONES DIRECTORY. Design by New York University Services.

### Bulk Campus Mailings

Departments planning bulk interoffice mailings should notify Logistics and Distribution Services in advance. For assistance in coordinating and addressing bulk interoffice mailings, call NYU Copy Central at 212.998.1050.

### Mail Drop

The mail drop service is a simple and inexpensive method of distributing information to the community that does not need to be individually addressed. Simply provide Logistics and Distribution Services with 3500 copies of the flyer or information piece. Logistics and Distribution Services will sort and deliver an appropriate amount to each University department.

### Internal Registered Mail

Pickup Carrier \_\_\_\_\_ Date \_\_\_\_\_

Received from \_\_\_\_\_

Item \_\_\_\_\_

Delivered to \_\_\_\_\_

Delivery Carrier \_\_\_\_\_ Date Del. \_\_\_\_\_

Received by \_\_\_\_\_ (Name in full, please)

**INTERNAL REGISTERED MAIL RECEIPT**

**NEW YORK UNIVERSITY** **Nº 05107**

The internal registered mail service is intended for confidential, time-sensitive material. For registered interoffice mail:

- Address an interoffice envelope
- Fill out an Internal Registered Mail Receipt
- Attach the form to the addressed interoffice envelope
- Ask the carrier to sign the form. (Proof of delivery will be retained by Logistics and Distribution Services)

Internal Registered Mail Receipt forms are available from Logistics and Distribution Services.



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## OUTGOING PERSONAL MAIL

The University mail system is for business related mail and/or packages only. Outgoing personal mail without a postage stamp already applied will not be picked up.

Incoming packages clearly of a personal nature will not be delivered. A call will be placed to the addressee for pick up of the package at Logistics and Distribution Services' Lobby between 9:00 A.M. and 5:00 P.M.

As a non-profit organization University Policy mandates that all outgoing mail must have a recognized university return address only. For non-profit mailings in conjunction with other non-profit organizations using their return address on the piece requires a letter from the department chair person, Dean and or V.P. of unit. Mail with a personal return address cannot be sent out charged to a university account. For authorization to send mail of this nature, a letter from the Dean and/or V.P. of the unit must accompany the mail at the time of mailing.

### Charge-Back System

All outgoing is charged back to the originating department. Carriers will not pick-up outgoing mail without a properly completed Postal Charge-Back slip. Postal Charge back slips are free and can be obtained through Staples

### Sorting

- Prior to pick-up, departments should sort and prepare all outgoing mail as follows:
- Separate interoffice mail, domestic mail, international mail, and overnight mail
- Separate mail and parcels by size and special services such as Certified, Registered and Insured
- Bundle mailings of ten or more with a rubber band
- For mailings of 200 pieces or more, call 212.998 1010 (x8.1010) between 9 AM and 4 PM

### Envelopes

Outgoing mail should be:

- Enclosed in white, #10 standard (9 ½" x 4 1/8") envelopes whenever possible. All envelopes no matter what size must have an NYU return address
- Sealed or "flapped" (aligned with flaps open) to facilitate postal metering

*Envelopes 5" x 8" inches and larger must be sealed by the departments.*

### Addressing Envelopes

All outgoing mail should be addressed in accordance with the following guidelines:

- Use University printed envelopes and labels whenever possible.
- The Senders complete return address should be used on all mail leaving the University, with New York University written on the first line and include your zip+ 4.
- The upper right corner of the envelope or parcel must be clear of any information per postal regulations to allow space for stamp metering.
- The address label for envelopes 6 inches by 9 inches or larger (called flats) should be positioned with the opening flap on the left.
- *Envelopes that are improperly prepared may be damaged by US Postal metering equipment.*
- Center the destination address at least 3 ½" from the left border of the envelope. On large envelopes, start at least 3 inches from the bottom and 4 ¼" from the right border.
- Place ZIP+4 on the last line of the address with City and State.

### Important

- Do not write anything below the last line of the address because the U.S. Postal Service Barcode reserves this area. Failure to observe this regulation will cause delays in U.S Postal processing and delivery.
- Type the address whenever possible.
- *The U.S Postal Service will return illegibly addressed mail as undeliverable. Mail can also be delayed when it can not be read by their scanner technology.*
- Envelopes and self-mailers bearing indicia for standard non-profit mailings cannot be used for First Class mailings and vice versa.
- Check for accuracy of addresses and update mailing lists regularly (See special mailing services) to avoid the unnecessary charges of mail returned due to incorrect addresses.
- For addresses, with which you are uncertain or cannot verify prior to mailing, please see Ancillary Service Endorsement under Special Mailing Services.
- For assistance with bulk mailing, call 212.998.1010 (x8.1010)



# INTERNATIONAL MAIL

Due to heightened security, the Postal Service requires specific handling and all required forms for acceptance for International Mail and Military Mail must be applied. These forms are available from Logistics and Distribution Services. Additionally, political situations, weather and other circumstances will also affect international delivery.

Logistics and Distribution Services uses only the U.S. Postal Service for its International Mail. For information on required documentation to ship abroad please click here. For additional information on weight limitations and rates; please call Logistics and Distribution Services at 81010 for information.

## Special Services Available with International Mail

**Registered Mail:** Registered service provides secure handling of mail. This service is available for letter class mail, small packets and all printed matter. Registered service is not available for Parcel Post.

There are requirements for sealing registered letters, letter packages and all parcel post packages. These items must be securely sealed so that any tampering can be detected (the Postal Services prefer paper or nylon filament tape). Padded envelopes are accepted for international registered mail if they provide adequate protection and proper sealing.

Printed matter is subject to inspection and must be prepared so that the contents are protected and inspection is not hindered. Printed matter may be sealed if postage is paid by postage meter. Small packets may be sealed (registered or not).

**Return Receipt for International Mail:** Return receipt service provides the mailer evidence of the delivery of registered or insured mail. The color of the International Return Receipt is pink (not to be confused with Domestic Return Receipt which is Green).

International Return Receipt (Front)

International Return Receipt (Back)

## Insurance

Insurance for International Mail is only available for Parcel Post. Maximum for International Mail is up to \$600 depending upon country of destination. While insurance is available to most countries there are some countries for which insurance is not available. Contact Logistics and Distribution Services for those countries.



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## INTERNATIONAL CUSTOMS BROKER

Your Special Delivery Solutions (YSDS) is the University's designated International Customs Broker. YSDS has the Power-Of-Attorney to handle all University international shipping door to door for items that require customs clearance and/or expedited services coming into and going outside of the United States. They can offer you a variety of shipping alternatives which also includes items that are considered to be HazMat in nature.

If you require this service, please contact: ARLENE BOWEN and/or SAM GIERTZ at (877)766-8080. When you are arranging services, please include your chartfield number as a reference. For further information, please contact LOGISTICS AND DISTRIBUTION SERVICES at 81010.

YSDS also goes to countries where the U.S. Postal Service and none of the private carriers (UPS, FedEx, and DHL) go (i.e., Cuba, Mynamar etc.).

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## REQUIRED DOCUMENTATION TO SHIP ITEMS ABROAD

Below you will find listed information that will help to assist in preparation for items being sent abroad including those requiring customs clearance. Please note that no matter whom the carrier is, U.S. Postal or private, the laws and rules are the same for everyone. Each country is different and each carrier handles these issues differently when clearing customs. Exportation of technology and software while coming under close scrutiny from the U.S., is scrutinized differently from country to country. For instance, sending computers to Brazil may not be an issue but the duty on this equipment is 90% of the assessed value. Additionally, you may send a computer to a country and say the value is \$900. That country may say they think the item is worth \$2000. Duties and taxes will be assessed on the \$2000 that country said they think the item was worth, not your assessed value. New equipment to Mexico is no problem in shipping, however used equipment is not permitted into Mexico by Mexican authorities.

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### International Customs Broker

Your Special Delivery Solutions (YSDS) handles most customs related items for NYU for both export and import. Requires commercial invoice (Can be on department letterhead that says invoice) from departments that list item description, volume, and value. For items in excess of \$2,500 a Shippers Export Declaration (SED) is required by U.S. Customs and Border Protection.

The SED details and describes the shipment and its value. It will be closely reviewed by the vendor - if there are any issues concerning the shipment, the vendor will contact the department. The resolution of these issues prior to shipping are the sole responsibility of the department.

While the SED closely resembles the commercial invoice, it remains with U.S. Customs while the commercial invoice is presented to customs in the country of destination. If the department is unsure of customs issues on items they are shipping and/or receiving they should review the Commerce Control List Index found under the U.S. Government Export Administration Regulations.

*Carnets* reduce duties and taxes by indicating the shipment is only being sent to a country or countries on a temporary basis (i.e., film equipment from TSOA to NYU in Paris for a summer program). A separate section of the Carnet must be prepared for each country to which the equipment is traveling. The equipment must exit the destination country(ies) within one year of entry. Failure to do so requires that a new carnet be filled out within a specific time to avoid duties and taxes. A complete description of every piece of equipment must be included in the Carnet. Nothing can be left out when returning the items to the U.S.





REQUIRED DOCUMENTATION TO SHIP ITEMS ABROAD

United States Postal Service

**United States Postal Service Customs Declaration CN 22**  
 May be opened officially. See Instructions on Reverse. Do not duplicate without USPS approval.

**Customs Declaration CN 22 — Sender's Declaration**  
 I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations. This copy will be retained at the post office for 30 days.

Quantity and detailed description of contents (1)

Weight (2) lb. oz.	Value (3) (US \$)
<b>Total Weight (6)</b>	<b>Total Value (7) (US \$)</b>

For commercial items only if known, HS tariff number (4) and country of origin of goods (5)

I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.  
 Date and sender's signature (8)

PS Form 2976, January 2004 Detached from PS Form 2976, January 2004 Post Office Copy

**United States Postal Service Customs Declaration and Dispatch Note — CP 72**  
 IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Priority Notice and International Coverage on Customer Copy.

FROM: Recipient's full name

TO: Recipient's full name

Address (Recipient's street, apt., apt. #, P.O. Box, etc.)

City

State

1. Detailed Description of Contents (enter one item per line)

2. Qty. 3. Lbs. Oz. 4. Value (U.S. \$)

5. Check One:  Returned Goods,  Documents,  Commercial Samples,  Merchandise,  Other

6. Check One:  Airmail,  Surface

7. Other Restrictions (indicate by No. 1-12)

8. Total Gross & Total Value US \$ (Weight in Pounds, 16 Ounces)

9. Country of Origin of Goods

10. Insurance (if any)

11. EEL/FFPC

12. Quarantine

13. I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations. Sender's Signature and Date

14. Country of Origin of Goods

15. Country of Origin of Goods

16. Insurer's Telephone (E-Fax) Email (E) (printed only)

17. Signature No.

18. Signature No.

19. Signature No.

20. HS Tariff Function

21. Country of Origin of Goods

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100. Country of Origin of Goods

PS Form 2976-A, January 2009 PSN: 7530-01-000-9834 Do not duplicate this form without USPS approval. 1 - Manifesting/Scan Copy

Items 4 lbs or less require documentation: form 2976 - Green & White Customs Declaration CN22. This form is used primarily for documents.

If there are items which require customs clearance also add form 2976-A Customs Declaration and Dispatch Note CP72. Effective May 21, 2012, there will be changes to International Mail Acceptance Policies.

NEW POLICIES

Items over 4 lbs require documentation: form 2976-A Customs Declaration and Dispatch Note CP72. Please Note: Each country has different weight limitations for acceptance. Items such as books, sheet music, manuscripts etc. that do not require Airmail, Global Priority, and/or Global Express Mail service can also go Surface, Letter/Parcel Post, and M-Bag. M-Bag is strictly for this type of material and goes in a bag directly to the addressee at a reduced rate by both air and boat (6-8weeks). M-Bag is good for large volume of books going to one address. Items can be insured with Parcel Post Service. Registered mail can be sent with or without a value. A return receipt (pink) can be included.

United Parcel Service (UPS)

Letter Envelopes (up to 8 oz.) require no documentation. Items over 8 oz. require a commercial invoice. The form can either be printed from CampusShip or on department letterhead indicating it is an invoice. All items must be listed with value.

When using UPS CampusShip, the system will prompt you for specific information. If using an Airbill, you must include the commercial invoice and check the very last box on the airbill in the area which indicates which payment process you are using. That box indicates shipper will pay all customs and duties. Otherwise the item will lay at the UPS hub until someone has contacted the shipper and all requested documentation faxed.

All carriers will note that countries change regulations and customs rules constantly. Paper items such as documents require the least amount of documentation if any at all. Proof of Delivery (POD) and tracing are available from UPS and YSDS. POD and tracking is only available for U.S. Postal Global Express and Global Priority Mail. It is available by Return Receipt for Registered and Insured international mail.

It is strongly recommended that YSDS be used for non-letter customs items not sent thru the Postal Service. They have the ability to import and export items (including HazMat materials) to and from countries all over the world. For further information, please contact Logistics and Distribution Services at ext 81010.

