



# PORTLAND PUBLIC SCHOOLS



## USPS MAIL PREPARATION GUIDELINES

### GENERAL INFORMATION

All mail should include a **complete** destination address and a **complete** return address.

Address information should be in block format, upper case letters, single-spaced, with a 10 or 12 point font.

Destination address information should be placed higher than  $\frac{5}{8}$  inch and lower than  $2\frac{3}{4}$  inches from the bottom of the envelope and more than  $\frac{1}{2}$  inch from the left or right edge.

Properly prepared machine or computer-generated letters are eligible for a discounted presort postage rate.

Attach a note to mailings requiring SPECIAL HANDLING: International, Certified, Insurance, etc.

Schools must provide a COMPLETE ACCOUNT CODE and contact information for standard letter mailings over 20 pieces or for mailings requiring special handling.

Administrative offices must provide a COMPLETE ACCOUNT CODE and contact information for standard letter mailings over 100 pieces or for mailings requiring special handling.

Rubber band or box the mailing to be metered so it will remain intact during transit.

Cover mailings from inclement weather.

Please call Mail Services as early as possible at 503.916.3783 or 503.916.3720 when mailings consisting of more than 100 items are expected.

Separate personal mail from district mail. Personal mail should be brought to Mail Services and placed in the box marked Pre-Stamped USPS Mail.

USPS and Presort scheduled Pick-up is between 12:30 pm and 2:00 pm.

## **LETTERS**

	<u>MINIMUM</u>	<u>MAXIMUM</u>
LENGTH	5 INCHES	11½ INCHES
HEIGHT	3½ INCHES	6⅛ INCHES
THICKNESS	0.007 INCH	¼ INCH

Use standard envelopes only for mailings that can be **folded** and **pressed** to standard size. **Letters exceeding ¼ inch thick or over 3.5 ounces are hand metered at the flat-size rate.**

Seal self-sealing envelopes.

Separate handwritten envelopes from those envelopes that are machine or computer generated.

Separate sealed envelopes from unsealed envelopes.

Group unsealed envelopes together with the flaps in the down position.

Remove all post-its, and paper clips from the outside of individual envelopes.

## **LARGE ENVELOPES (FLATS)**

	<u>MINIMUM*</u>	<u>MAXIMUM</u>
LENGTH	11 ½ INCHES	15 INCHES
HEIGHT	6 ⅛ INCHES	12 INCHES
THICKNESS	¼ INCH	¾ INCH

\* Flats exceed at least one of these dimensions

Use the appropriate size flat for your mailing. **Flats exceeding 15 inches in length are metered at the parcel rate.**

Use new manila envelopes for USPS mailings.

Flats must always be addressed with the flap on the right side.

Send flats to Mail Services COMPLETELY sealed. Place 2" clear tape over any clasps or unsealed openings.

## **PACKAGES**

LENGTH	The longest side of the package
GIRTH	Measurement around the thickest part (Perpendicular to the length)
LENGTH PLUS GIRTH	Cannot exceed 108 inches (Retail Ground cannot exceed 130 inches)

No Parcel may weigh more than 70 lbs.

Prepare packages securely for mailing. Tape the opening of your box and reinforce all seams with 2 inch clear or brown packaging tape.

Provide a complete return address on packages. Destination address with ZIP code should be clearly visible.

## **POSTCARDS**

	<u><b>MINIMUM</b></u>	<u><b>IDEAL</b></u>	<u><b>MAXIMUM</b></u>
<b>HEIGHT</b>	3 ½ INCHES	4 INCHES	4 ¼ INCHES
<b>LENGTH</b>	5 INCHES	6 INCHES	6 INCHES
<b>THICKNESS</b>	.007 INCH	.012 INCH	.016 INCH

Postcards ranging from 3½ inches by 5 inches to 4¼ inches by 6 inches are metered at the postcard rate.

Postcards **larger** than 4¼ inches by 6 inches are metered at the full meter first-class rate.

Use light, single colored, non-glossy card stock when printing postcards (postage ink smears on glossy postcards).

Leave a 3 inch by 1½ inch area **completely blank** at the upper right edge of the address side of the postcard for the postage insignia to be clearly displayed.

Leave a ⅝ inch area **completely blank** along the bottom of the address side of the postcard for the USPS Barcode to be clearly applied/displayed.

Postcards are to be the same size.

Arrange postcards so the addresses face the same direction.

## **U.S. MAIL CLASSIFICATIONS**

Postcards – Postage for postcards ranging from 3½ inches by 5 inches to 4¼ inches by 6 inches is 61¢. Postage for postcards larger than 4 ¼ inches by 6 inches is .74¢ (metered) or .78¢ (stamps). Average delivery time is 1 to 5 business days.

Presort First Class – Presort Letter Postage is .598¢ for letters up to 3.5 ounces. An Address Service endorsement is required on each mail piece. Average delivery time is 1 to 5 business days.

Regular First Class – Letter Postage is .74¢ for the first ounce (metered) or .78¢ (stamps), with .29¢ for each additional ounce (up to 3.5 ounces) and up to ¼ inch in thickness. Average delivery time is 1 to 5 business days.

Priority – Prices are based on weight and distance with a starting price of \$11.00. Flat rate options are available with a starting price of \$11.20. Average delivery time is 1 to 3 business days.

Priority Mail Express – Prices are based on weight and distance with a starting price of \$31.40. Flat rate options are available with a starting price of \$31.40. Overnight delivery is available for MOST U.S. locations.

USPS Ground Advantage – Reliable and economical way to ship less-than-urgent deliveries and oversized packages. Prices are based on weight, shape, and distance with a starting price of \$6.80. Average delivery time is 2 to 5 business days.

Media Mail – Contents are limited to books (at least 8 pages), manuscripts, printed music and test materials, sound recordings, recorded videotapes, and computer-readable media. Prices are based on weight with a starting price of \$4.63. Average delivery time is 2 to 8 business days.

Library Mail – Contents are limited to books, sound recordings, academic theses, and certain other items mailed **between** academic institutions, public libraries, museums and other qualified organizations. Prices based on weight with a starting price of \$4.25. Average delivery time is 2 to 8 business days.

Standard/Permit - 200 piece minimum mailing. Postage depends on the mailing service you choose and the characteristics of your mail piece. Mail must be prepared according to USPS requirements and delivered within the metro area. Preparation service is only available through an approved mail preparation service. For more information, please contact an approved mail preparation service or check the Quick Service Guides/Postal Explorer Permit Imprints available on the USPS website: [www.usps.com](http://www.usps.com).

Our Mail Services personnel can advise you of the most effective and efficient delivery options.

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We appreciate your cooperation in the proper preparation of mail. If there are ways in which we can improve the Mail Service to individual departments, please let us know. If it is possible to accommodate your request within the constraints of our personnel and budget, we will be happy to do so. If you have any questions about these procedures, please call Glen Harrison at 503.916.3243 or Mail Services at 503.916.3783 or 503.916.3720.