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UMS Key Personnel:

Elbert "Butch" Hiatt- Manager
405-744-5386

Donna Morris-Coordinator of
Support Svcs 405-744-5386

Barbara Dobson-Coordinator of
Mailing Svcs 405-744-5385

Hank Welliver-Foreman
Accountables (FedEx, DHL,
Express Svcs) 405-744-5385

Fred Evans-Foreman
Bulk Mailing and Campus Sort
405-744-5385

Brenda Maxwell-Office Asst -
List Mgmt and Work Orders
405-744-5385

Pamela Hartman-Sr Staff Asst
Accounting 405-744-3965

Sue Collington-Sr Office Asst
Ag Publications 405-744-9037

Trudy Simank- Foreman
Student Union Post Office
405-744-7637

WELCOME TO THE UMS MAIL CALL

Welcome to the premiere edition of the University Mailing Services Mail Call.

We will be publishing this newsletter quarterly to keep faculty, staff and students up-to-date on services, changes and new happenings in the postal world.

Here is some general information about our operation.

Our Main Office is located across from Animal Science on Monroe at 138 Printing Building, Campus, Stillwater, OK-74078-7001 .

Our hours of operation are Monday- Friday from 8:00-5:00 with Fed-Ex drop off available until 6:00.

You can reach us through the office number at 405-744-5385 or by dialing 405-744-5387 for pick up information.

Our Post Office Branch in the Student Union is located on the first floor in room 178. Its hours of operation are Monday-Friday from 8:30-4:15. The Student Union Post Office can be reached by calling 405-744-7637.

Supplies can be requested by phone or by going to our website at



Accounting Freshman Lauren Kirkpatrick loads Business Reply Envelopes into a printer. Of the 60 employees at UMS, 47 are students at OSU.

www.osuums.com and ordering them online.

Please remember that your supplies will be sent through the campus mail system, if you need them immediately you are welcome to come to our office and pick up your order.

Our website also allows you to submit work orders and also your questions and concerns. We invite you to make use of this function as we are always on the lookout for ways to improve our services.

Thank you for your time and we hope that your interest in our newsletter leads you to future publications.

UMS OFFERS NEW MAIL MERGE SERVICE

University Mailing Services has a new service for your convenience-Mail Merge!

This is a convenient and time saving service. The process takes your list and merges it with a letter, which can then be folded to fit into a

window envelope. We can add a signature and print on your letterhead, plain white paper or colored paper.

The service is priced as follows :

Mail merge on customer paper - .09 ea.

Mail merge on 20# white paper - .10ea.

Mail merge on colored 20# paper - .12 ea.

Questions or requests may be directed to Brenda Maxwell or Donna Morris at 744-5385.

USPS PLANS RATE INCREASE OF SIX PERCENT

Hold on to your wallets! The United States Postal Service is planning to request a rate increase of about 6% to be effective in January of 2006.

The increase will raise postage for letters from



current rate of .37 cents each to approximately .40 cents each.

The USPS may file for another rate increase of around 6% to take effect in January of 2007.

These dates and amounts are from industry publications such as Postal World and Alliance for Nonprofit Mailers.

You can also go to the USPS web site at www.usps.com for updates and further information.

Did you know?

The US Postal Department was established in 1775. Benjamin Franklin was our first Postmaster General and the "Posts" ran from Falmouth in New England to Savannah, Georgia. (www.usps.com)

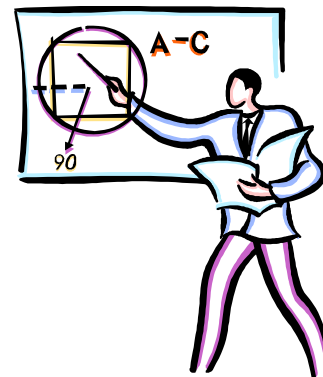
WHY USPS RATES INCREASE

Postal costs go up like those of any other business or household.

In fact, increases in costs for fuel and health benefits greatly affect the Postal Service.

In addition, we are adding 1.6 million delivery points each year.

The Postal Service receives no tax dollars for operations and relies solely on the sale of its products and services to cover operating costs. (www.usps.com)



UMS RATES FOR '06 FISCAL YEAR SIMILAR TO '05

University Mailing Services has submitted the new fiscal year 2006 rates and we are proud to say that they will change very little.

We are also pleased to announce that some of our rates have actually decreased by small amounts.

All of the rates submitted are still subject to final audit by Grants and Contracts.



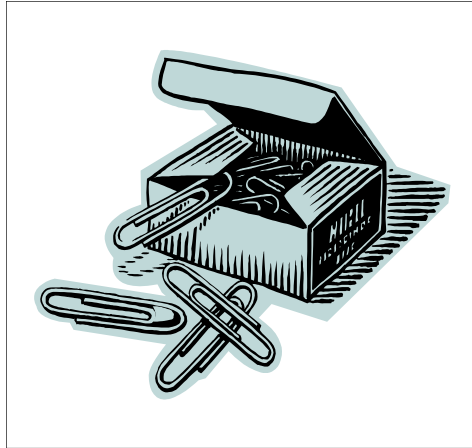
Jeff Mackey, secondary education/history junior, meters outgoing mail.

FREE RUBBER BANDS AND PAPER CLIPS

University Mailing Services has been overrun with extra rubberbands and paperclips!

These supplies are of mixed sizes and varied colors and are available for any Oklahoma State University employee.

If you would like some of them for your office, just call us at 744- 5385.



UMS BEGINS LIST SERVE E-MAIL

Effective immediately correspondence to the deans, directors and department heads list will be sent through list serve e-mail. You will no longer need to duplicate or print 300 letters in order to communicate with this work group.

University Mailing

Services will distribute the information according to your instructions. Only UMS will be able to post to this list.

Electronic distribution will bring the letter directly to your computer. If you use an intermediary assistant to copy and distribute paper copies of

DDD letters, electronic distribution will interrupt your internal information flow. You may want to forward electronic copies personally. If you want to add extra support personnel to the list, please advise Donna Morris or Brenda Maxwell of any changes that you need.

Did you know?

When the million -dollar Hope Diamond was donated to the Smithsonian Institution, it was mailed from New York City to Washington D. C., in a brown paper parcel.

BLACK HERITAGE STAMPS HERE TO STAY

The USPS is dispelling recurring rumors that that the long-standing Black Heritage stamp series will be discontinued.

“Nothing could be further from the truth. These rumors continue to resurface around this time of year,” said Executive Director of Stamp Services David Failor, referring to inquiries received shortly after the latest Black Heritage stamp was issued.

“As a main component of our annual stamp program, the Black Heritage series is alive and well, and here to stay.” (www.usps.com)



University Mailing Services

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We're on the web!
www.osuums.com

*Your one stop shop for all
your mailing needs!*



Miranda Lair, Jessica Jones and Samantha Chilton (l-r) use the Ink Jet printer to address mail.

CHANGE-OF-ADDRESS SYSTEM IMPROVEMENTS AID MAILERS

Washington, DC –

Ensuring that mailers have the best possible products and services to better manage the quality of mailing lists is the goal of new improvements to the United States Postal Service's NCOA^{Link} Product.

The Postal Service's premier change-of-address product, NCOA^{Link}, has a second format available to mailers to decrease processing times and increase access, making NCOA^{Link} easier to use across a variety of computer platforms.

"Our NCOA^{Link} licensees asked the Postal Service to look for innovative solutions to enhance the use of NCOA^{Link} on mainframe computer systems," said Jan

Caldwell, manager of USPS address management division.

The NCOA^{Link} Flat File format being introduced today is more user friendly on mainframe systems where it helped reduce processing times by as much as 40 percent during testing. Both formats now are available to NCOA^{Link} licensees at no additional charge.

The Postal Service forwards about 2 billion pieces of a mail a year. Accurate addresses help control costs.

Mailers have updated about 5 billion address records so far this year. The improvements to NCOA^{Link} will help vendors better manage the quality of mailing lists they process for

business clients.

"Customer service remains a priority for the Postal Service", said Richard Arvonio, director of product management.

"Working with our Intelligent Mail & Address Quality division, we created the solution that best met our customers' needs," Arvonio stated. "Accuracy in addresses is a priority for all of us."

More information on NCOA^{Link} can be found at the Postal Service's National Customer Support Center at 1.800.331.5746 or at <http://ribbs.usps.gov/> (www.usps.com)