



MAIL CALL

Happy Holidays!

Volume 2 Issue 3 Nov 05

Welcome to the holiday edition of University Mailing Services *Mail Call*. We have lots of wonderful tips and reminders to tell you about in this issue and hope that you find the information interesting and helpful. As always, we encourage you to tell us what you think! Please don't hesitate to send feedback to: brenda.maxwell@okstate.edu, use our Web page at www.osuums.com, or call 744-5385 and we'll be happy to answer your questions and comments.

Happy Reading!

Brenda Maxwell
Editor - UMS *Mail Call*



IN THIS ISSUE

- Increased Postage Rates
- Holiday Hours/Delivery
- International/Military Deadlines
- Seasonal Mailing Tips
- UPS CampusShip/FAQ
- Fun Holiday Mail

Test your holiday knowledge!

1. What brought Frosty the Snowman to life?

- A) *Magic snow*
- B) *Pixie Dust*
- C) *An old silk hat*
- D) *Kiss*

2. Which of these is NOT one of Santa's reindeer?

- A) *Dasher*
- B) *Dixen*
- C) *Rudolph*
- D) *Donner*

Increased Postage Rates go into effect January 8

When you return from the holidays, don't forget about the increase in postage. Most postal rates and fees will increase by approximately 5.4 percent across-the-board. This rate increase—the first since 2002—is needed to fulfill the requirement of a federal law passed in 2003. That law requires the Postal Service to establish a \$3.1 billion escrow account, with use of the funds to be determined by Congress at a later date. International rates, which are determined separately from domestic prices, will be adjusted to coincide with the domestic rate changes. International rates have not been adjusted since January 2001.

Selected Rate Changes

	<i>Current</i>	<i>New</i>
First-Class Letter (1 oz.)	\$0.37	\$0.39
Postcard	\$0.23	\$0.24
Priority Mail (1 lb)	\$3.85	\$4.05
Express Mail (1/2 lb)	\$17.85	\$18.80
Media Mail	\$1.42	\$1.59

Fee and Service Changes

	<i>Current</i>	<i>New</i>
Certified Mail	\$2.30	\$2.40
Delivery Confirmation (Priority)	\$0.45	\$0.50
Money Orders	\$0.90	\$0.95

UMS Holiday Hours and Delivery Dec. 27-30

Holiday Hours:
8 a.m. to 12 p.m.

When you can pick up mail and accountables:
10 a.m. to 12 p.m.

When you can bring mail:
8 a.m. to 11:30 a.m.

Where we are going to deliver:
Library, BVMTH, OADDL and OSU Police





Help Us, Help You

When calling to locate a package, parcel or letter, please know which carrier was used and have your tracking number so we can trace your item. First class mail (without delivery confirmation) **DOES NOT** have a tracking number and therefore will be extremely difficult to find. If you are calling to get a tracking number for a package that was sent, please have your pickup number, date and which service was used to send the item.

2005 International and Military Mail Holiday Mailing Dates

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last-minute rush and take your mail to your U.S. Post office™ by these suggested dates. And don't forget you can print postage and labels online 24/7 using the Click-N-Ship Web site at usps.com/clicknship. Remember, all mail addressed to military post offices overseas is subject to certain conditions or restrictions regarding content, preparation, and handling. To see a table of current APO/FPO addresses and conditions by individual APO/FPO ZIP Codes™, go to pe.usps.com and click on "Postal Bulletins."

Military Mail Addressed To:	Express Mail Military Service (EMMS) ¹	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail(PAL) ²	Space Available Mail (SAM) ³	Parcel Post®
APO/FPO AE ZIPs 090-092	Dec 19	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12
APO/FPO AE ZIP 093	N/A	Dec 5	Dec 5	Dec 3	Nov 26	Nov 12
APO/FPO AE ZIPs 094-098	Dec 19	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12
APO/FPO AA ZIP 340	Dec 19	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12
APO/FPO AP Zips 962-966	Dec 19	Dec 10	Dec 10	Dec 3	Nov 26	Nov 12

1 EMMS: is available to selected military post offices. Check with your local Post office to determine if this service is available to your APO/FPO of address.

2 PAL: is an extra service that provides air transportation for parcels on a space-available basis. It is available for Package Services items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL.

3 SAM: items mailed at Package Services rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds and 60 inches in length and girth combined.

All international mail is subject to customs examination in the destination country. The contents and value of an item must be declared on the applicable Customs form.

International Mail Addressed To:	Global Express Guaranteed® (GXG) ⁴	Global Express Mail (EMS) ⁵	Global Priority Mail (GPM) ⁶	Global Airmail® Letters and Cards	Global Airmail Parcel Post	Global Economy® (Surface)
Africa	Dec 19	Dec 10	Dec 7	Dec 5	Dec 5	Oct 14
Asia/Pacific Rim	Dec 19	Dec 16	Dec 14	Dec 12	Dec 12	Oct 28
Australia /New Zealand	Dec 19	Dec 16	Dec 14	Dec 12	Dec 12	Oct 28
Canada	Dec 20	Dec 17	Dec 14	Dec 12	Dec 12	Nov 18
Caribbean	Dec 19	Dec 16	Dec 14	Dec 12	Dec 12	Nov 4
Central /South America	Dec 19	Dec 10	Dec 5	Dec 5	Dec 5	Oct 28
Mexico	Dec 19	Dec 16	Dec 14	Dec 12	Dec 12	Nov 4
Europe	Dec 19	Dec 16	Dec 14	Dec 12	Dec 12	Nov 4
Middle East	Dec 19	Dec 16	Dec 14	Dec 12	Dec 12	Oct 21

4 GXG: is available to more than 200 countries via a partnership with Federal Express, and has a money-back guarantee.

5 EMS: is available to most countries with delivery in 3 to 5 business days.

6 GPM: is an accelerated airmail service available for items up to 4 pounds to 51 countries. The service is available in two attractive sized envelopes. Customers can also use their own packaging by adding the Global Priority Mail sticker.

Test your holiday knowledge!



Holiday Mailing Season Tips and Mailing Deadlines

The holiday mailing season is here, especially for mail destined to overseas military destinations and international mail. Are you ready? Here are some tips/reminders to help make this holiday mailing season a success!

3. In the song, 12 days of Christmas, what did my true love give on the tenth day?

- A) Pipers piping
- B) Lords-a-leaping
- C) Gold rings
- D) Maids milking

4. Electric holiday tree lights were first used in what year?

- A) 1895
- B) 1907
- C) 1914
- D) 1935

5. How many sides does a snowflake have?

- A) 12
- B) 8
- C) 6
- D) 10

Preparing Packages for Mailing

Choose a box with enough room for cushioning material around the contents. Sturdy paperboard or corrugated fiberboard boxes are best for weights up to 10 pounds. If you are reusing a box, cover all previous labels and markings with adhesive labels or obliterate them. Place the cushioning all around your item(s). You can use newspaper; Styrofoam "peanuts," bubble wrap or shredded paper. Close and shake the box to see if you have enough cushioning. If you hear items shifting, add more cushioning. Be sure to place an address label with the return and delivery addresses inside the package to ensure that the item can be delivered in case the outside label becomes damaged or falls off.

Sealing

Tape the opening of your box and reinforce all seams with a tape that is designed for shipping. Use clear or brown packaging tape, reinforced packing tape or paper tape. Do not use masking tape, cord, string or twine. Place a strip of clear packaging tape over your address label to prevent the address from smearing.

Return Address

Print or type the complete name and return address in the upper left corner on the same side of the package as the delivery address and postage.

Delivery address

Print or type the delivery address parallel to the longest side of the package. Print or type clearly with a pen or permanent marker so that your address is legible from an arm's length away. Always include complete street information, such as AVE, BLVD or ST as well as directional such as N, SW. Also, always include apartment or suite number, when appropriate.

City, State and Zip Code

To find the correct spelling of a city name and correct state abbreviation, as well as the correct ZIP Code information, go to usps.com, and click on "Find a ZIP Code."

Reminder: Addressing Standards for International Mail

The full address should be typed or legibly written in English—using roman letters and Arabic numerals—and should appear lengthwise on only one side of the mail piece. An address in a foreign language is permitted if the names of the city, province and country are also indicated in English.

The last line of the address must include only the complete country name (no abbreviates) written in uppercase letters. Foreign postal coders (numeric and/or alpha) if used should be placed on the line immediately above the country name. Some countries prefer that the postal code follow the name, while other prefer that it precede the city or town name. The following shows the order of information for the destination address:

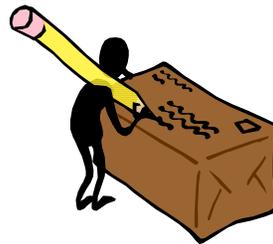
MR. THOMAS CLARK
117 RUSSELL DRIVE
LONDON WIP 6HQ
ENGLAND

MS. C.P. APPLE
APARTADO 3068
46807 PUERTO VALLARTA JALISCO
MEXICO

Exception to Canada: There must be two spaces between the province abbreviation and the postal code, as shown below between "ON" and "K1A 0B1":

MS. HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

Extra Exception: On all letter mail to Canada, follow above instructions, but leave off "Canada."



<http://10.com/features/quizzes/xmasquiz.html>

Answers: 3. B, 4. A, 5. C

New to UPS CampusShip?

Login and Initial Steps

Step 1 – To log in, click on the link for your company's unique UPS CampusShip™ Internet address, which you received via e-mail.

Step 2 – You will be asked to log in to your company's UPS CampusShip system with the User ID and password provided in the e-mails from UPS CampusShip. Please note that User IDs and passwords are case sensitive.

Step 3 – Upon initial login, you will be prompted to change your temporary password. After changing, select the *Update* button. Please note that passwords are case sensitive.

Shipping

Step 1 – Enter your *Ship To* address information. Select an address from the *Corporate Address Book* link, or enter a new address by selecting the *Enter New Address* link under the Address Information section. Complete the appropriate fields and select the *Update* button. The *Shipping* screen will then refresh with your address choice displayed as the *Ship To* address. To change this information, select the *Edit* link.

Note: You cannot select an address from the My UPS Address Book until you populate your Address Book with data.

Step 2 – Enter the required information under the Shipment Information section.

Service: Select the UPS service appropriate for your shipment.

Packaging: Select the packaging you are using

Number of packages: Enter the number of packages you intend to ship using the *Number of Packages* drop-down menu. You can ship up to 20 packages per shipment.

Package 1 Weight: Enter the weight. If you are shipping more than one package, enter each package weight on the *Add Shipping Options* page.

Note: If you select UPS Letter/Envelope as your packaging, weight is not required.

Step 3 – After completing the Shipping screen, you have three options:

- To view your shipment details, select the *Preview Shipment* button. This page will also display the published UPS rate for your shipment, if allowed by your UPS CampusShip™ administrator.
- For more shipping options, select the *Add Shipping Options* button.

FUN HOLIDAY MAIL

LETTERS TO SANTA

It wouldn't be the holidays unless the little ones sent Santa their "wish list." So Santa asked to share these tips with children and families.

- Children should ask their parents for help addressing and putting stamps on their letters
- Like all mail, please include a complete return address on letters to Santa.

Letters should be sent to the following address:

*Santa
123 Main Street
North Pole, NY 12946*

SPECIALTY POSTMARKS

Have your cards postmarked from one of almost 100 cities or towns with holiday-themed names and you don't even have to leave town!

Some examples are:

*Rudolph, OH Holly, CO Antler, ND Bethlehem, KY
Santa Claus, GA Snowflake, AZ Wiseman, AR*

Just follow these easy steps to have your cards arrive from somewhere special:

- Put your stamped, addressed greeting cards in a large envelope or box labeled "Ho Greeting Card Re-Mailing."
- Put sufficient postage on the envelope or box to cover mailing cost.
- Address to the Postmaster of the town where you would like your cards postmarked.
- Mail early so your cards can be re-mailed and delivered in time for the holidays.

FAQ Answered by UMS Coordinator Donna Morris

Q: What do I do when I cannot get into the system?

A: If you get locked out, you can call Brenda, Barbara or me and get your password reset.

Q: How do I make my departmental address the default "Ship From Address?"

A: Here is a shortcut to the instructions that is On the UMS Web page:
www.osuums.com/upscampusship.asp



Q: Who can use CampusShip?

A: OSU departments and employees

Q: What are the advantages of using UPS CampusShip and UMS as a source of sending mail?

A: CampusShip gives you an instant tracking number, lets you E-mail up to five people to let them know when the package was shipped, exceptions, when delivered and you can print a receipt. UMS's prices are about half of what you would pay normally.

