



University Mailing Services

www.osuums.com

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Key Members of our Team:

Donna Morris—Manager

Barbara Dobson—Coordinator

Pam Greenfield—Sr. Accounting
Specialist- Finance/Admin

Fred Evans—Postal
Foreman/Lettershop, Campus Sort
Drivers

Trudy Simank— Postal
Foreman/Student Union Contract
Station

Seth Becker—Postal
Foreman/FedEx, UPS, DHL, USPS

Sue Collington—OCES Publications

Jaime Wheat—Financial
Assistant/Billing

Daisha Nance—Sr. Admin Suppt
Asst/List Management

OSU Outbound Departmental Mail Deadlines

All Mail picked up from offices across campus on Friday, December 21, 2007, will be delivered to the Stillwater post Office before the break.

University Mailing Workorder Guarantee Dates

In order to guarantee completion of **Standard Mail (3rd Class) Workorders** before the holiday break, material must arrive at UMS by **5pm on December 14th, 2007**. **First Class Workorders** will be guaranteed if materials are received by **December 20th, 2007**. We will make every effort to process Workorders received after the aforementioned times.

University Mailing Services Holiday Schedule

University Mailing Services will be open from 8:00 am to 12:00 pm on Wednesday, December 26th, through Friday, December 28th. We will also open for a short time in the mornings on December 24th and 31st to accept shipments from UPS, FedEx, and DHL.

During this time you may:

- ✓ Pick up all USPS mail for your department
- ✓ Pick up UPS, FedEx or DHL shipments
- ✓ Drop off departmental mail that needs to be metered
- ✓ Drop off items that need to be shipped by UPS or FedEx and prepaid items for DHL

Delivery is available for OADDL, BVMTH, OSU Police and for the dorms that will be open. Afternoon pickups will be done at 4pm for OADDL and BVMTH for outbound parcels.

Deliveries, pickups, and mailing will resume on January 2nd, 2008. Because of the number of days of back mail, it may take University Mailing Services' employees two or three days to deliver everything received during the holidays.

UNIVERSITY MAILING SERVICES WOULD
LIKE TO WISH EVERYONE HAPPY
HOLIDAYS AND VERY SAFE TRAVEL!



2007 Christmas Mailing Dates

To ensure delivery of holiday cards and packages to domestic addresses by December 25, 2007, we suggest that mail be entered no later than the mailing dates listed below, based on the class of mail.

| <u>Domestic Mail</u> | <u>Date</u> |
|----------------------|-------------|
| First-Class Mail | Dec. 20 |
| Priority Mail | Dec. 20 |
| Express Mail | Dec. 22 |
| Parcel Post | Dec. 15 |



Tips for Mailing to the Military

The United States Postal Service is expecting to deliver 20 million pounds of military mail this season! Here are a few tips to remember:

- Use the service members full name
- Include the unit and APO/FPO
- Include a return address

All military mail is sent as domestic rates. There must be a customs form on ALL parcels.

Recommended dates to follow:

- Iraqi War Zone - December 4
- Other installations - December 19

For more detailed information visit <http://pe.usps.com> Postal Bulletins.

UMS would like to mention...

**STUDENT UNION
POST OFFICE
NOW OFFERS
FAX SERVICES**

**IN US OUTGOING: \$1.00
*ADDITIONAL PAGES: \$1.00
IN US IN-COMING: \$.50
INTERNATIONAL OUT-GOING:
\$5.00 TO CONNECT
\$1.00/EA PAGE**

NEED MAIL SUPPLIES?

Our staff is prepared to send you any mail related materials, from certified mail flags, to UPS and FedEx envelopes or boxes!!

JUST TELL US WHAT YOU NEED!

UNIVERSITY MAILING SERVICES

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