



## University Mailing Services

[www.osuums.com](http://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

## Valentine's day proves busy at UMS

University Mailing Services is expecting a busy February with Valentine's Day coming. We expect hundreds of flower and gift shipments to move through our facility the week of February 11<sup>th</sup> through the 15<sup>th</sup>, possibly even seeing late shipments come through the following week.

If you are in search of ANY package, be it Valentine's related or not, then you will definitely want to have a tracking number when you call our office. Daisha, Jaime, Elizabeth, Lindsey or Maggi would be glad to assist you with finding any packages in question, simply try to have that tracking number ready when you call 744-5385, or come by 120 Ag North.

University Mailing Services keeps track of items by their tracking number. We are unable to keep track of shipments by names, addresses, or other pieces of information. We only use tracking numbers as a form of accountability for shipments. If you are missing mail that would have been shipped via regular USPS mail, please keep in mind that we cannot track it if there is no tracking number.



## Shipping Options to Track your Valentine's Gift

To ship something for Valentine's Day, and track the shipment, consider the following methods:

### ♥ USPS Options:

- **Certified Mail:** This option provides you with a tracking number for use on USPS.com. You can know where the package is, and when it's been delivered.
- **Delivery Confirmation:** This option allows you to know when your package has been delivered, but you cannot track its progress up to delivery.
- **Express Mail:** This option is guaranteed in 1 – 2 business days, and provides you with a tracking number for shipment progress all the way to delivery.
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### ♥ UPS – You can ship packages UPS through University Mailing's office at 120 Agriculture North. All shipments through UPS will have a tracking number. Use the following shipment options with UPS:

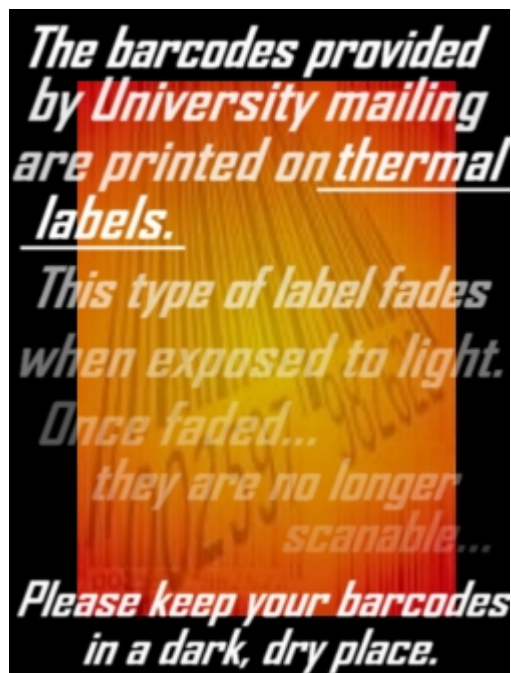
- Next Day AM (by 10:30), Next Day PM (by 5:30), 2<sup>nd</sup> Day, 3<sup>rd</sup> Day, or Ground (4-7 days)
- 

### ♥ Federal Express – You can ship your Valentine's gift via FedEx at any FedEx location, or you can come to our office and use FedEx for large savings on **International** shipments.

## First-Class Mail Reminders

- ⇒ There are separate rate categories for postcards, letters, flats (large envelopes), and parcels (packages).
- ⇒ The maximum letter size is 11 1/2 by 6 1/8 inches high by 1/4 inch thick. If a mailpiece exceeds any of the physical dimensions or the maximum weights below, it is classified and priced as a large envelope or 'flat'.
- ⇒ The maximum weight for single-piece and automation-rate letters is 3.5 ounces. The maximum weight for non-automation presort rate letters is 3.3 ounces.
- ⇒ Regardless of weight, letters that do not meet aspect ratio standards, or have any other non-machinable characteristics, are subject to the 17-cent non-machinable surcharge, in addition to the applicable postage.
- ⇒ The maximum size for postcards eligible for the card rate is 6 inches long by 4 1/4 inches high by .016-inch thick.
- ⇒ First-Class Mail that cannot be delivered as addressed is forwardable and returnable, as appropriate.

## UMS would like to mention...



## Postal History Fun Facts: ZIP Code

The change in character of the mail, the tremendous increase in mail volume, and the revolution in transportation, coupled with the steep rise in manpower costs, made adoption of modern technology imperative and helped produce the ZIP (Zoning Improvement Plan) Code.

Despite the growing transport accessibility offered by the airlines, the Post Office Department in 1930 still moved the bulk of its domestic mail by rail, massing, re-sorting, and redistributing it for long distance hauling through the major railroad hubs of the nation. More than 10,000 mail-carrying trains crisscrossed the country, moving round the clock into virtually every village and metropolitan area. The railroads' peak year may have been 1930. By 1963, fewer trains, making fewer stops, carried the mail. In these same years, 1930 - 1963, the United States underwent many changes. It suffered through a prolonged and paralyzing depression, fought its second World War of the 20<sup>th</sup> century, and moved from an agricultural economy to a highly industrial one of international preeminence. The character, volume, and transportation of mail also changed.

## Postal History Fun Facts: ZIP Code (Cont'd)

The social correspondence of the earlier century gave way, gradually at first, and then explosively, to business mail. By 1963, business mail constituted 80 percent of the total volume. The single greatest impetus in this great outpouring of business mail was the computer, which brought centralization of accounts and a growing mass of utility bills and payments, bank deposits and receipts, advertisements, magazines, insurance premiums, credit card transactions, department store and mortgage billings, and payments, dividends, and Social Security checks traveling through the mail.

In June 1962, the Presidentially appointed Advisory Board of the Post Office Department, after a study of its overall mechanization problems, made several primary recommendations. One was that the Department gave priority to the development of coding system, an idea that had been under consideration in the Department for a decade or more.

Over the years, a number of potential coding programs had been examined and discarded. Finally, in 1963, the Department selected a system advanced by department officials, and, on April 30, 1963, Postmaster general John A. Gronouski announced that the ZIP Code would begin on July 1, 1963.

Preparing for the new system was a major task involving realignment of the mail system. The Post Office had recognized some years back that new avenues of transportation would open to the Department and began to establish focal points for air, highway, and rail transportation. Called the Metro System, these transportation centers were set up around 85 of the country's larger cities to deflect mail from congested, heavily traveled city streets. The Metro concept was expanded and eventually became the core of 552 sectional centers, each serving between 40 and 150 surrounding post offices.

Once these sectional centers were delineated, the next step in establishing the ZIP Code was to assign codes to the centers and the postal addresses they served. The existence of postal zones in the larger cities, set in motion in 1943, helped to some extent, but, in cases where the old zones failed to fit within the delivery areas, new numbers had to be assigned.

By July 1963, a five-digit code had been assigned to every address throughout the country. The first digit designated a broad geographical area of the United States, ranging from zero for the Northeast to nine for the far West. This was followed by two digits that more closely pinpointed population concentrations and those sectional centers accessible to common transportation networks. The final two digits designated small post offices or postal zones in larger zoned cities.

ZIP Code began on July 1, 1963, as scheduled. Use of the new code was not mandatory at first for anyone, but, in 1967, the Post Office required mailers of second- and third-class bulk mail to presort by ZIP Code. Although the public and mailers alike adapted well to its use, it was not enough.

This information was obtained from the USPS website: [www.USPS.com](http://www.USPS.com)

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