

Washington University in St. Louis
Central Metering Services
February 2016

Located in the EHS/Central Mail Services Center at the Corner of McKinley & Taylor

Monday through Friday: 8:00 AM to 5:00 PM

4522 McKinley Avenue, 2nd Floor (63110)

Dwight Dunbar 314-362-1091, James Betts 314-362-1097

Metering and Billing Process: Your mail is delivered promptly by a staff member to the Medical Campus Central Services for metering. The Mail Center has two postage meters with the ability to meter any size mail using any type of mail service.

We meter mail using presort rates whenever possible for letters and large envelopes up to 13 ounces. All mail is metered the same day it is received and given to St. Louis Pre-sort, who provides sorting and barcode service. Your mail is then delivered the same day to the main post office downtown.

Postage is billed once a month through the FIS system. All mail must be marked with a mail service ticket that provides the departmental account number to be charged and fund number if used. If multiple accounts are required for one area, please discuss with Peggy Smith. Postage charges include approximately a five-percent service fee on most types of mail.

For mail supplies like Priority Mail envelopes/boxes, USPS forms such as Express Mail, Certified, Return Receipt, WU mail service forms, please email lauriettebrady@wustl.edu.

Business Reply Mail (BRM) Artwork Requests (postage paid for self-addressed WU return mail).

For all new BRM artwork, please send an email to Peggy_Smith@wustl.edu with the size of the envelope, specific address, and account to charge for artwork design fee.

How to Order USPS Postage Stamps from WU Mail Services:

Send an email to lauriettebrady@wustl.edu and copy Peggy_Smith@wustl.edu with your department account number and fund number if desired and quantity of stamps. Mail Services will create an ID for your approval. After the ID has been approved, the stamps and copy of the ID will be sent through Danforth Campus Mail. Medical School departmental orders will be held in their appropriate receiving area for your “runner” to collect along with other packages and mail.

Most common stamps requested (prices subject to change).

Roll of 100 Forever Stamps - \$49.00

Books of 20 Forever Stamps: \$9.80 (49 cents each)

International Stamps - \$1.20 each

Postcard stamps – \$7.00 (35 cents each for sheets of 20)

Summary of Postage Classifications

Charges are billed monthly through the on-line system around mid month. Please use the mail service forms for all domestic and international. **Please keep international mail separate from domestic mail.**

Description of some of the mail classes as outlined on monthly billing statement:

1st Class - Full postage (usually over 14 ounces), postcards, International packages over pounds, and special service such as Certified, Return Receipt, Express Mail, and Global Mail.

Priority Mail items listed separated including Flat Rate Envelopes and Boxes.

1st Class Auto 3-Digit Letters (#10 envelopes) weighing 1-2 ounces – presort rate applied.

1st Class 3-Digit Flats (3-13 ounces pieces – presort rate applied)

Ground Services (Federal Express or UPS for most packages over 5 pounds)

1st Class International Airmail (4-8 day service)

Media Mail – can only be used for mailing books, DVDs, or CDs.

Global Priority through the USPS is a 3-4 non-trackable service to certain foreign markets.

Other options are available for heavier mailings.

Mail Preparation

- Use the barcoded forms with your account and charge information -- secure with rubber bands. (Forms are provided – email your request for additional forms to lauriettebrady@wustl.edu). An account number must be provided with each batch of mail to insure the proper account is charged at the time the mail is metered.
- Business size (#10) envelopes do not have to be sealed. We prefer the flaps to be "shingled" with flaps up.
- If you have a 9x12" or 10x13" envelope with the flap on the top (the long edge), we can seal it at the same time we meter as long as it is no more than 1/2" in thickness. All mail will be sealed if it is not received sealed. Please seal bulky-oversize pieces.
- Mail trays and tubs are available for large mailings.
- A mail house company picks up all metered mail from Medical Campus Central Services at 5:00 PM each day.

Addressing Hints

- **Type** address in the center of the envelope so that mail can be bar-coded to speed the delivery.
- Do not use barcodes on mail from desktop software.
- The last two lines of the address should only contain the street address, city, state, and zip code. An attention line or other notations should be provided in the first line.
- Do not include any address information within 5/8" from the bottom of a #10 envelope.
- Use two-letter state abbreviation and preferred directional abbreviations.
- Window Envelopes - make sure entire address shows through and that no other text is visible.
- Avoid printing on red stock.
- Provide a return address and endorsement such as one of the following for address correction notice.
 - (1) Address Service Requested
 - (2) Forwarding Service Requested
 - (3) Return Service Requested

(4) Change Service Requested

Overnight Services

Mail services can pick up your overnight domestic packages with your preprinted forms. Each package will be delivered to a drop box or pick-up location. Please complete the specific form of the service you desire with your own account number if you one. If not, we can send by Federal Express or USPS Express Mail and chargeback for the service fee. We can provide Federal Express, UPS, DHL and Express Mail forms and supplies.

Ground Services with Tracking Capability

Mail services can provide ground services to you including next day air and second day air services. Please indicate the desired service on the mail service form. Also, indicate on the form the dollar amount if insurance is required.

Standard Non-Profit Mail (formerly Bulk/Third class)

If you have a mailing of 200 or more pieces or 50 pounds with each piece weighing less than 1 pound each, you may qualify for significant discount by mailing at the Non-Profit rate. Peggy Smith is available to discuss this option with you and to coordinate its preparation. You can send up to 3.33 ounces at 17 cents at the Non-Profit rate versus .49 at the 1 ounce First Class rate.

Other USPS Special Services

Priority Mail – Various Flat rate Priority Mail envelopes and boxes are available, please visit <https://www.usps.com/ship/priority-mail.htm> for most current rates and “free” supplies. You pay for postage at the time of mailing. If you need Priority Mail Supplies, WU Mail Services has some supplies available. Please email lauriettebrady@wustl.edu. If you want to track a Priority Mail item, please apply a USPS provided sticker (USPS Label 400) and keep the Customer Receipt portion for your records/tracking purposes. If you do not intend to track, you do not need to add the Priority Stickers. All Priority mail items that do not have a sticker has an electronic generated barcoded tracking label applied as now required for all Priority we meter. Mail Services cannot provide that barcode to our customers as our mail provider (Presort Inc.) applies that barcode and creates a manifest for the USPS for all their customers with Priority mail.

If you wish to send by Parcel Select, Media Mail, Bound Printed Matter, or Library Mail, please note this on the package and/or the Mail Services ticket or write directly on the package.

Certified Mail: Provides you with a receipt at the time of mailing and a record of delivery. Certified is a good choice when you want to prove that you mailed something and that it was received. Items travel as first class mail. Cost: \$3.45 plus first class postage, and optional Return Receipt is available for proof of delivery for an additional \$2.80.

Return Service Requested: Must use with Certified or Registered Mail. Service provides a signed receipt that is mailed to the sender with the signature and date of delivery. Cost: \$2.80

Registered Mail: A highly secure form of delivery that is documented at each step of the way. Registered mail is best for sending documents or items that have an intrinsic value, where security is important. Mail takes approximately one day longer than certified mail to arrive as it has to be accounted for at each step along the way. This mail is kept under lock and key during its journey. For rates, contact Dillard at 935-4011 or 935-5635.

Forms must be completed and attached to the mail. Please note on the Certified Mail white portion of the receipt, the name and box number if you want returned to you in campus mail with the USPS official round stamp.

These prices are subject to change based on US Postal postage increases. For the most up to date postage prices, please visit: <http://www.usps.com/tools/calculatepostage>.