



UNC ASHEVILLE

UNIVERSITY MAIL SERVICES

USERS' GUIDE

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UNIVERSITY MAIL SERVICES USERS' GUIDE

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**LOOK FOR IMPORTANT MAIL
TIPS IN THESE BLUE BOXES**

Mission Statement

UNCA Mail Services exists to provide timely and error-free mail delivery, collect and post outgoing US mail, collect and distribute intra-campus mail, assist campus mailers to save by taking maximum advantage of automation discounts, provide accurate and timely billing of postage to campus departments, and stay current with rapidly changing regulations and technology in the mailing industry, publishing these to the campus as needed.

Section 1: General Information

Introduction

UNCA Mail Services handles around two million pieces of mail a year. Mail Services processes International Global Priority, International Express, US Express and Certified Return Receipt Requested mail, insures packages, and will provide Delivery Confirmation receipts for Priority, Certified, and Express mail upon request. We do not currently sell postal money orders, envelopes, postcards, or stamps, prepare packages for shipment, or process or mail Registered items. The US Post Office at Grace Station on Merrimon Avenue can provide these services, if they are needed. Bulk mailing, currently being managed for UNCA by Mail Management Services, Inc., remains a significant source of savings to UNCA departments.

UNCA Mail Services is located behind the Physical Plant Building. The operating hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. There are three full-time Mail Service employees: the Mail Supervisor, Bill Brittain, and two Mail Clerks, David Ray and C.J. Sumner. Mail Services can be reached at campus extension 6566.

Authorized Use Policy

The campus mail system should not be used for the distribution of non-University-related publications designated primarily for free circulation, nor for publications designed for advertising purposes. Use of the campus mail system for advertising, chain letters, or

private use for personal advantage is specifically prohibited. If such items are discovered, they will be pulled and reported to the UNCA administration for appropriate action.

DO NOT TRY TO SEND CHAIN LETTERS THROUGH CAMPUS MAIL!
All chain letters will be discarded undelivered.

All mail metered by Mail Services MUST have a return address.

Pickup and Delivery Schedules

Morning delivery and pickup. Mail is collected and delivered daily at central mailboxes in campus buildings between 10:30 a.m. - 11:30 a.m. A more exact time range for delivery is posted on the mailbox in each building or refer to [UNCA Building Delivery Schedule](#) on our website. All incoming mail is delivered on the morning it is picked up. Internal mail brought to the Mail Center no later than 9:30 a.m. will be delivered that same morning.

Afternoon pickups are made at 2:45 p.m. at three locations:

1. From the mail box in Phillips Administration Building, located on the first floor in front of the water fountain;
2. From the Gym; and
3. From the collection box located in the “small quad” near Belk Theater.

USPS Accountable Mail Delivery. Accountable mail includes any articles sent Registered, Certified, Insured, and Express which require a signature upon receipt as proof of delivery. If Accountable Mail is received in the Mail Center after the regular morning delivery, the recipient will be notified by telephone. Unless picked up previously, Accountable Mail will be delivered at the next regular morning delivery.

Student mail is separated from other campus mail and delivered to the Housing office, where it is further sorted and delivered to the dorms by student assistants.

Intra-campus mail picked up one day will be delivered on the regular morning delivery route the next day.

Special pickups of large volume mailings may be arranged by calling Mail Services at ext. 6566.

Outgoing mail picked up each day is sorted, and any loose 1-2 ounce First Class letter mail which meets addressing standards is metered at 2 cents off the current USPS First Class Rate for letter mail and outsourced to a local vendor to be co-mingled with other First Class Mail and mailed at postage rates discounted for automation. For more information on USPS addressing standards, go to [Addressing Your Outgoing Mail](#). (Outgoing mail that does not meet these requirements is metered at full current rates and

delivered to the USPS. Mail should be received at Mail Services before 3:00 p.m. and will be sent out by the USPS that same day. The mail van leaves with mail by 3:30 p.m. at the latest.

UNCA Mail Services never holds first class mail over night. If your letter did not arrive when you think it should, the problem was with the USPS, not with Mail Services. We will be glad to register your complaints about USPS delivery with the local USPS Customer Relations office. Give us a ring at ext. 6566 and let us know when you have a problem.

New Employees or Organizations

New Personnel/Change of Location. Departments should supply Mail Services with complete addresses for any additions to or address changes of personnel, including adjunct faculty and temporary or part-time personnel. To do this, complete the [UNCA Address Change Form](#) (in appendices) and send it via campus mail or e-mail to mailservices@unca.edu.

Campus Organizations. New mailing address information should also be sent to Mail Services by the agent responsible for any new organizations on campus (clubs, associations, etc.).

If you are the agent for a new campus organization, make sure that when a bank account is set up, the bank has a correct mailing address, including the name and complete address of the person responsible for the account, with CPO# and ZIP+4.

Mail Forwarding

Once mail has been received by Mail Services, it is no longer the responsibility of the US Postal Service. Mail Services is the delegated recipient for UNCA mail; therefore, when mail is accepted by Mail Services, the USPS is deemed to have met any delivery requirements. Make your correspondents aware that an on-line Delivery Confirmation on a letter to anyone at UNCA will indicate the time Mail Services received the letter.

Similarly, all departments, curricula, and programs are agents of UNCA with authority to handle the opening and forwarding of business related mail. Mail sent to UNCA employees is always assumed to be business-related mail; personal mail should be sent to an employee's home address. US mail received addressed to former employees is assumed to be business-related mail for the University, and is delivered by Mail Services to their previous campus address. Departments may open the mail if necessary to

determine whether this is indeed departmental or UNCA mail. If not, any such First Class mail should be sent on to the former employee. This requires writing the correct forwarding address on the First Class envelope if it has not been opened. If opened, insert it in a new envelope with the correct address, and return it to the Mail Center, where it will be mailed with new postage applied. Normally, only First Class mail will be forwarded; therefore, unless other items have endorsements guaranteeing return postage, such mail as journals, newsletters, magazines, junk mail, and UNCA internal mail should be recycled by the department.

Section2: Incoming Mail

UNCA Address Format

The correct mailing address for the university is:

Individual Name and Title
Department Name CPO #####
UNC Asheville
One University Heights
Asheville N C 28804-#####

A list of offices and residence halls with CPO# and ZIP+4 is printed in the UNCA telephone book and on the fluorescent “UNCA Offices” card issued annually by University Telecommunications. Or, go to [UNCA CPO # Lookup](#) now. Each Department has its own "+4" designation. Note that for machine readability, the street address should be "One," not "1." Outgoing mail metered by Mail Services must show a complete return address, including department name, CPO#, and ZIP+4 and the “Return Service Requested” endorsement.

Mail Returned with Address Correction Information

In order for UNCA to meet USPS requirements for low, automation rates, all outgoing mail must contain the phrase "Return Service Requested" below the return address. The result of this endorsement on your envelope is that any mail pieces with incorrect addresses will be returned to you with the correct address information on them so that you can correct your address database. When you receive mail with a yellow USPS address correction label, (1) correct the address in your records – you are paying the USPS 37 cents a piece for returned first-class mail with address correction information; and (2) use a new envelope with the corrected address to re-send the mail. Do not try to re-send the mail in the envelope with the yellow label.

**TO SAVE DEPARTMENT MONEY,
SCREEN YOUR MAILING LIST
for unnecessary names and have the Mail Management (dial 236-0076) check your
list for incomplete or incorrect addresses and duplications.**

Incoming Business Reply Mail

When you are preparing a mailing with a Business Reply Mail enclosure, please be certain that Mail Services has a copy of the BRM piece, and that the piece we have is marked with the account number to which postage should be charged for pieces that do come back. Business Reply Mail is received daily. It is sorted according to account number and the charges are entered into our accounting system. The pieces will be date-stamped, bundled, and returned to the department with the quantity of pieces indicated on the bundle. There is normally a 24-hour turnaround from the receipt of BRM pieces by Mailing Services to delivery of the pieces to the Department.

Postage-Due Mail

Incoming postage-due mail for University departments is accepted and charges are recorded and billed to the individual department.

Deliveries by Private Carriers

Mailing Services accepts and delivers USPS mail. Private carriers, such as United Parcel Service (UPS) and Federal Express, normally deliver to Central Receiving at Riverside Warehouse. Central Receiving may be reached at ext. 5044.

For tracking information from UPS, go to [UPS Lookup](#).

For tracking information for Federal Express, RPS, or Viking Freight, go to [FedEx Lookup](#).

Section 3: Outgoing Mail

Addressing Your Outgoing Mail

The USPS has adopted a standardized, easily machine readable address format. The standard is a typed or printed address that has no punctuation in the last two lines and uses standardized abbreviations for States, Directionals, and Street Designations. To download a list of these abbreviations, go to [Look Up Standard USPS Abbreviations](#).

TO SPEED UP RECEIPT OF YOUR MAIL, REMEMBER: Mail prepared in USPS standardized format can be read by USPS multi-line optical character readers and will reach its destination days faster than non-standard or hand-written mail that the MLOCR rejects – which must be read by USPS personnel and manually bar-coded.

For more information on postal addressing standards, you may wish to download USPS Publication 28 from the USPS Postal Explorer site. Note that USPS scanners normally read just the last two lines, so be sure that the next-to-last line of your address is the Delivery Address (street or PO Box) and the last line is the City, State, and ZIP. Any other address information you wish to include should be above these two lines. For example,

Dr Alan Moyers	(= Recipient Line)
1500 E Main Ave Apt 201	(= Delivery Address Line)
Springfield VA 22162-1010	(= City/State/ZIP Line)

To Locate a Zip+4 Code

The USPS has a lookup site for Zip codes on its web page. To find a missing or incomplete zip code, go to [Look Up a Zip+4 Code](#).

You will be required to know the delivery street address and either the city and state or the 5-digit zip code. The site will return the ZIP+4. This is an easy way to update your mailing list, one address at a time! Alternatively, if you have a large database of addresses which you want updated, call Mail Management at 236-0076. They have software that can perform this service for you.

Lookup sites for international postal codes can be found at [Look Up International Mail Codes](#). Pick your country and follow instructions for accessing mail information. This site is maintained by the Universal Postal Union, and outlines the elements that form the basis for proper postal addressing in each of the 189 UPU member countries, including the structure of its postal code(s).

Affiliated Organizations

There are three organizations affiliated with UNCA that do not have CPO#'s and do not receive their mail via on-campus delivery. Mail for these organizations must be metered and sent through the USPS mail. These three are:

The Kellogg Center

P O Box 1387

Hendersonville NC 28793-1387

The Center for Craft, Creativity, and Design

P O Box 1127

Hendersonville NC 28793-1127

The North Carolina Arboretum

P O Box 6617

Asheville NC 28816-6617

Campus Mail

Whenever possible, campus mail should be posted in interoffice envelopes, which are available from Central Stores. Name and CPO# are all that are required for delivery. CPO#'s are listed in the campus telephone book and on the colored cardboard listing supplied annually by University Telecommunications. (Or see [UNCA CPO# Lookup](#).)

Extreme care should be exercised when reusing envelopes for intra-campus mail to insure that all previous addresses have been marked out. To expedite delivery, campus mail should be banded separately from other outgoing mail. If you are doing a large campus mailing, call Mail Services at ext. 6566 and have us provide you with mail trays for putting your mail in order. Better yet, call Mail Management, at 236-0076, and arrange to have them fold, address, and insert or tab your mailing.

NOTE: Large volume internal campus mailings should be prepared in CPO# order, with all items for one CPO# together.

State Courier Mail

By using the State Courier Service, departments may realize considerable savings on departmental mailing costs. Currently, Courier rates are around 2/3 of the USPS charge, at 24 cents per ounce for 0 ounces up to 1 lb. From 1-50 lb., there is a per pound rate. Contact Mail Services at 6566 if you need the exact cost. The Courier Service takes nothing above 50 lb.

State Courier Service guarantees delivery within 48 hours to any courier location in the State. Almost all city, county, and state agencies are serviced by the State Courier Service. To find the Courier address for your addressee, consult the [State Courier Box Lookup](#).

Courier mail, both incoming and outgoing, is processed through the Mail Center, and the charges are billed to your account by Mail Services. The following procedures should be employed to utilize the State Courier Service:

1. Address mail using the addressee's name, agency or department name, city, and the proper courier box number. Return addresses should include UNCA's courier box number, 12-61-01.
2. The designation "State Courier" should be written or stamped in large bold letters on the upper right corner of the envelope, preferably in red. "State Courier" stamps are available from Central Stores.
3. Courier mail should be banded separately before placing in the mail pouch. Courier mail is picked up and delivered to UNCA once daily, between 10:00 and 10:30 a.m. Courier mail from other State agencies is distributed to departments on the regularly scheduled mail routes.

Outgoing Personal Mail

Personal mail will be collected with campus mail on regularly scheduled mail routes, if it meets the following requirements: such personal mail must be stamped, sealed, and banded prior to placing in the outgoing mail box. Personal mail is turned over to the USPS as it is received by Mail Services. Mail Services will not apply postage to your personal mail. Remember, also, that University letterhead must not be used for personal correspondence.

Preparing Outgoing Mail for Pickup

Mail Services has provided all University departments with blue outgoing mailbags. Each department has several bags. All outgoing mail is charged against University accounts. Departments have been supplied with bar-coded account cards for all State, trust, grant, and receipt-supported accounts against which mail is routinely charged.

An account card looks like this:



Charge cards MUST accompany all outgoing mail to be metered by Mail Services. The cards are to be slipped into the pocket on the upper right corner of the mail pouch. Use a separate mail pouch for each University account against which your mail is to be charged. Do not put staples or tape on mail to be metered. The US Postal Service will no longer accept mail with staples or tape. Instead of tape or staples, use mailing tabs, which are available from Central Stores. If you are mailing a number of pieces that need to be tabbed, Mail Management (236-00760) can tab your mail for a nominal fee.

Individuals responsible for preparing departmental mail for pickup are requested to separate mail within each mail pouch and rubber band it in packs with all envelopes facing the same way into the following categories:

- Regular first class mail
- International mail
- State Courier Service mail
- Intra-campus mail
- Special Requests: Parcels, Certified, Insured, Express, Priority

Each type of mail should be clearly identifiable. Note that Express Mail, Certified Mail, mail to be insured, and parcels may be deposited with other mail, but must have complete information attached. (Contact Mail Services at ext. 6566 or e-mail mailservices@unca.edu if unsure what information must be supplied in such cases.)

USPS DELIVERY CONFIRMATION

The USPS now provides Delivery Confirmation on request for Priority Mail and Package Services (which includes Parcel Post, Media Mail, Bound Printed Matter, and Library Mail). Delivery Confirmation is not available at this time for regular First Class letter Mail. The Delivery Confirmation fee for Priority Mail is 40 cents/piece; for other Grades of mail, the charge is 50 cents/piece. By requesting a Delivery Confirmation number for your outgoing mail item, you will be able to receive the date and time when your items was delivered, or if it was attempted, forwarded, or returned. Signature Confirmation is now available via Mail Services for \$1.80. If you have questions about this service, call Mail Services at ext. 6566. To access your delivery confirmation information, go to [Look Up USPS Delivery Confirmation Number](#) and enter your Express Mail or Delivery Confirmation Number. Return receipt and restricted delivery services are available in combination with Delivery Confirmation when purchased in connection with insured mail (over \$50).

Section 4: Bulk Mailings

Bulk Mail [now referred to by the USPS as Standard mail]

Using nonprofit rates is the least expensive way to send out mailings of 200 or more pieces. Although Standard mail is not guaranteed as fast handling as First Class mail, in practice the delivery on automation rate mailings prepared by our contractor, Mail Management Services, has proved to be as fast or faster. Furthermore, the cost savings are significant, particularly if automated rates are achieved by having Mail Management verify addresses and produce bar-coded addressed envelopes, brochures, or labels and the certifications required by the US Postal Service.

Note: Postage on mail bearing a permit imprint is not actually paid until the mail is presented for deposit at the Bulk Mail Acceptance Unit of the USPS. Any mail found in USPS collection boxes with only a permit imprint (no stamp or meter postage) will be returned by the USPS. **Penalty fees will be charged by the USPS, and permit privileges can be revoked. Please don't do this!**

An authorization to mail at the considerably cheaper Nonprofit Standard Mail rates is a privilege reserved by law to specific educational, religious, philanthropic, and similar organizations that have completed appropriate paperwork and received a USPS Bulk Mail permit. Civil and Criminal penalties apply to false, fictitious, or fraudulent statements made in connection with a Nonprofit Standard Mail mailing. Repeated violations of the limitations on Standard mailings could result in the University's losing its Bulk Mail permit.

Therefore, it is very important that the following rules be followed:

1. The UNCA Bulk Mail permit may be used only by integral departments or organizations of the University. Otherwise, the university is in violation of Section 623.4, Paragraphs .51 and .52 of the US Postal Regulations. It may not be used to send mail for any professional organization of which employees may be a member or officer. (Many such organizations actually have their own Bulk Mail permit, however.)
2. The UNCA Bulk Mail permit may not be used for mailings that contain products or advertising ineligible for mailing at Nonprofit Standard rates. If you have any questions about eligible inclusions and/or advertising, contact Mail Services at ext. 6566 or e-mail mailservices@unca.edu while your mailing is still in preparation and before costly mistakes are made.
3. **The UNCA Bulk Mail permit may be used only on mailings accompanied by the appropriate USPS-required statement.**

All charges for nonprofit Standard Mail processed by the university community must be routed through the Mail Center, in order that charges against the UNCA Bulk Mail permit can be tracked. If any outside vendor prepares a Standard mailing, the vendor should be instructed to contact Mail Services to ensure correct identification of USPS charges against the UNCA Bulk Mail permit, so that they can be accurately re-billed to departmental accounts.

TO ENSURE THAT YOUR MAILING WILL QUALIFY FOR THE HIGHEST DISCOUNTS, AND THAT THE DESIGN OF YOUR MAIL PIECE MEETS ALL USPS AND MAILING EFFICIENCY REQUIREMENTS, PLEASE HAVE ONE OF OUR MAIL CLERKS INSPECT YOUR MAIL PIECE BEFORE IT IS PRINTED.

Mail Services recommends that departments with bulk mailing needs contact Mail Management Services (“Mail Man”), a local mail management company that has all of the personnel and equipment to handle your needs effectively. We have made special arrangements with Mail Man to ensure your bulk mail jobs flow out smoothly.

Mail Man can help you prepare your Standard mailing; they will

- ▶ Prepare your address list using software that provides all required USPS certifications for automation rate discounts;
- ▶ Fold and insert items into a standard #10 envelope;
- ▶ Seal your envelopes;
- ▶ Print your addresses upon either envelopes, brochures, or labels, as required;

- ▶ Print the requisite bulk mailing “Permit # 31” indicia on your mailing piece;
- ▶ Put one or more tabs on your mailing;
- ▶ Generate all USPS-required paperwork;
- ▶ Insert your mailing into USPS trays or bags in the requisite zip-code order;
- ▶ Add bar-coded bag and tray labels;
- ▶ Band your mail trays and deliver them to the Brevard Road Acceptance Unit.

☒ You can contact Mail Man before 12:00 noon to arrange same-day pickup of your mailings; they would prefer more notice on large jobs. They will make one afternoon run a day to UNCA for pickups.

☒ It may take Mail Man 2-3 days after receipt to get a job in the mail for you.

☒ You may email your address lists to them to be run through special software, or if you prefer, you can send them a computer disk containing your mailing list.

☒ All jobs picked up by Mail Man must be accompanied by a copy of their information form [see [MAIL MAN FORM](#)- on website], with the top part of the form completely filled in.

☒ Mail Man charges 5 cents a letter, 3.5 cents a postcard, and 7 cents a flat to process your mail lists and print the addresses. They charge 1 cent a tab and 4.5 cents for folding and inserting up to two items. They can insert up to 4 items for a higher rate.

☒ Billings for jobs handled by Mail Man will come initially to Mail Services, in order for Mail personnel to keep a record of postage being charged against the UNCA Bulk Mail permit. Mail Services will then pass on the departmental charges.

☒ To contact Mail Man, call 236-0076, email them at keymail@aol.com, or fax them at 236-0079. Their office hours are 8:00 a.m. to 5:00 p.m.

☒ Your phone book yellow pages list other local vendors who also process bulk mailings, though most of these do not offer as extensive a line of services as Mail Man. Should you choose to work with another vendor, please be sure that the vendor sends the bill to Mail Services, CPO#1100, so that we can keep a record of postage charges against the Bulk Mail permit.

Presort First-Class Mailing

Presort First-Class Mailing is an alternative to Standard bulk mailings for large mailers -- with a First Class delivery commitment. First Class Presort is a discounted mail service offered for mailings over 500 pieces. Presort costs more than Standard, but less than regular First Class mail. For more information, call the Mail Services at ext. 6566 or Mail Man at 236-0076 or go to [First-Class](#).

Section 5: Billings and Rates

Departmental Billings

Mail services posts departmental charges through the campus BANNER accounting system for postage, NC Courier Service charges, postage due, Bulk Mail Unit preparation charges, and business reply charges. Charges appear in monthly account printouts. Any questions regarding Postal Services charges should be addressed to mailservices@unca.edu, or call Mail Services at ext. 6566.

First-Class Mail

Generally, items under 14 ounces will be posted as First Class mail. Currently, single post cards cost \$.23; double post cards cost \$.42. A first class letter costs \$.37 for the first ounce and \$.23 for each additional ounce. If you have as many as 500 first-class pieces that are the same weight, you may be able to achieve significant discounts by presorting your mail.

POST CARDS COST 40% LESS THAN FIRST-CLASS ENVELOPES!

Send out short messages and announcements on UNCA postcards and save \$\$.

If your department does not currently have a supply of postcards on hand, contact Printing Services (ext. 6430), and they will be glad to see that you get a supply.

Priority Mail

Priority Mail is First Class service for mail weighing more than 13 ounces. Priority mail may be up to 70 pounds and 108 inches in total dimensions (combined length and girth). Packages stamped *Priority Mail* will be handled along with First Class mail and carry a

First Class delivery commitment, at a current cost of \$3.85 for mail weighing up to two pounds.

Standard Mail (B) has now become Package Services Parcel Post

Parcels mailed between first class post offices in the continental US are limited to 70 pounds and 108 inches in length and girth combined. For more information about Parcel Post, go to [Parcels](#).

You may ask for a USPS Delivery Confirmation number and track your mail through the USPS Delivery Confirmation web site. For more information about Delivery Confirmation, go to [USPS Delivery Confirmation](#).

Note that parcels may achieve automation discounts if the labels are machine-readable. For more information about machinable parcels, go to [Machinable](#).

Mail Services has information on special mailing rates for books, records, materials for the blind, catalogs, and international mailings.

For faster delivery of parcels over long distances, use Priority Mail.

Library Mail

Library Mail is a special Package Services rate for books, films, educational or cultural materials mailed between educational institutions, museums, libraries, herbaria, and other such institutions. For example, a parcel of books weighing between 4-5 lb. costs \$2.55. A parcel weighing 70 lb. costs \$22.02. For more information on Library Mail, go to [Library Mail](#).

Express Mail

For most domestic metropolitan destinations, the USPS guarantees overnight delivery. For some areas at a considerable distance from an airport, the US Post Office guarantees only two-day delivery. For more information on express mail, go to [Express Mail](#). International Express Mail deliveries vary according to the country of destination, and no guarantee is available. Charges run \$10.75 and up.

NOTE: For fastest and most efficient interchange of documents, many people are simply using email attachments.

International Mail

University Mail Services will post International Mail to most foreign countries. Due to International Mail restrictions and service variations, contact Mail Services at extension 6566 to determine the classification and documentation that may be required for customs declarations. For information about mail rates and restrictions in a particular country, go to [International Rates](#) and click on the country in which you are interested.

Certified and Return Receipt Mail

Mail sent Certified and with a Return Receipt Requested will give you a guarantee that your letter or package was received; the signature of the person accepting your mail and the date it was received will be indicated on the receipt that Mail Services will return to you. For more information on Certified mail, go to [Certified](#). Call Mail Services at ext. 6566 for assistance with Certified and Return Receipt Mail.

USPS Insurance

The USPS provides indemnity coverage up to \$5,000 for a lost, rifled, or damaged article. A record of delivery is kept at the post office of delivery only for pieces insured for more than \$50. Insurance is available for mail sent First-Class or Priority and for Parcel Post. For more information on USPS Insurance, go to [Insurance](#). Call Mail Services at ext. 6566 for assistance with USPS Insurance.

RESOURCES:

CPO Lookup

Visit the following website for the most up-to-date version of the CPO List:
http://www.unca.edu/fac_mgmt/Mail/CPOs.pdf .

UNCA Building Delivery Schedule

The current Mail Delivery Schedule can be found on the Mail Services Website:
http://www.unca.edu/fac_mgmt/Mail/MailDeliverySchd.html .

Campus Address Information Form

Let Mail Services know where to send your mail!

Print a copy of this form, then fill in the sections that apply to you, and forward it (via campus mail) to **Mail Services CPO# 1100**. If you have any questions, please call us at 251-6566.
http://www.unca.edu/fac_mgmt/Mail/FORMS/MailAddressFm.pdf .

Mail Management Services Form [Bulk Mail Form]

Any bulk mail jobs picked up by Mail Man must be accompanied by a copy of their information form with the top part of the form entirely completed.
http://www.unca.edu/fac_mgmt/Mail/FORMS/MAIL_MGMT_SERVICES_FM.pdf .