Please share the following information with your staff and use this as a reference for your future mailing needs. Visit www.hawaii.edu/mailroom to find this and other updated information about our services.

**BARCODE**

**WHO’S IN CHARGE OF A BARCODE?**
The department Fiscal Officer is responsible for the security of the barcodes as well as making sure the account information is updated.

**WHERE SHOULD A BARCODE BE PLACED?**
Barcodes should be placed in the following locations:

- **LETTERS & FLATS**
  - Back top right corner

- **PACKAGES**
  - Front top right corner

- **CERTIFIED**
  - On the back of certified receipt, write your department name beneath barcode

**ADDRESSING**

**USPS REQUIREMENTS**
USPS format requires all mail pieces to be addressed using the following lines as shown:

<table>
<thead>
<tr>
<th>Return Address Area</th>
<th>Postage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name/Company</strong></td>
<td>ALOHA COMPANY</td>
</tr>
<tr>
<td><strong>Attention: (if applicable)</strong></td>
<td>ATTN: MR. KALANI ALOHA</td>
</tr>
<tr>
<td><strong>Delivery Address</strong></td>
<td>1234 MAHALO STREET</td>
</tr>
<tr>
<td><strong>Delivery Address Second Line</strong></td>
<td>SUITE 321</td>
</tr>
<tr>
<td><strong>City, State, ZIP Code</strong></td>
<td>HONOLULU, HI 96822</td>
</tr>
</tbody>
</table>

**USPS format allows room for a maximum of 5 lines as shown on example at a maximum width of 40 characters/spaces.**

**HOW TO OBTAIN A BARCODE**
Fiscal Officers may request a barcode through Campus Mail Services.

**ADDITIONAL BARCODE TIPS:**
- Bundle letters and flats separately with a barcode on each bundle.
- You may bundle your mail pieces BY TYPE (letters, flats, foreign, parcels). One barcode for EACH bundle.

- All types of mailing pieces (letters, flats, foreign, parcels) should have a barcode.

**FRONT**

**BACK**
NEED STAMPS?

Purchase postal stamps from any cashier in the UH Mānoa Bookstore, located in Campus Center.

PRESORT

WHAT IS PRESORT?
A letter-sized mail piece that is formatted in compliance with USPS address standards, less than 3.5oz and less than ¼-inch thick, is considered presorted, first class and qualifies for a cheaper rate.*

TO QUALIFY FOR THE PRESORT RATE:

1. Address should be typed or printed/written neatly. No cursive.
2. Last line of the address should be city, state, zip code

*International mailing is not possible through Presort

If the piece that you are planning to send has any additional markings than what's shown, please stop by Campus Mail Services to ensure that your piece is in compliance with USPS Presort requirements.

ENVELOPES

GOT USED ENVELOPES?
Campus Mail Services will gladly take them! Drop them off at our office!

CAMPUS MAIL DELIVERY COVER SHEET
Need more Campus Mail delivery cover sheets for your used/recycled envelopes? Download the template from our website:
http://www.hawaii.edu/mailroom/resources/PDFs/CampusMailDeliveryTemplate.pdf
or pick-up campus mail envelopes with cover sheets already on them at the Campus Mailroom.

FOR MORE INFORMATION OR IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US:

(808) 956-8598
Monday - Friday 8:00am - 4:25pm
www.hawaii.edu/mailroom