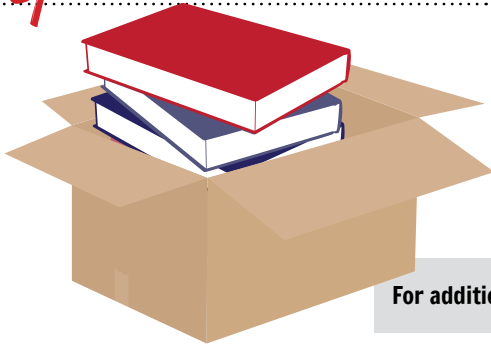


# TIPS from the MAILROOM

*special edition*



## CAMPUS MAIL SERVICES

# 7 TIPS FOR SAVING MONEY ON POSTAGE

### 1 HAVE YOU CONSIDERED USING MEDIA MAIL OR LIBRARY MAIL?

USPS offers cheaper rates for Media or Library class mail. Media class mailings are items such as books, manuscripts, sound recordings, and certain other educational materials. Library class mailings must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit, religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. Savings for a 1lb of books sent via Media mail compared to first class would be \$2.66.

For additional information on Media and Library Mail please go to <https://pe.usps.com/text/dmm300/173.htm>

### 2 SPRING CLEANING FOR YOUR MAILING LIST

Before sending out departmental mailings it is advised that you clean your departmental mailing list to ensure that all the addresses you have are valid addresses. This will ensure that you don't have any returned mail pieces, which results in wasted postage.



### 3 SNAIL MAIL VS. EMAIL



Have you ever thought about scanning and emailing your documents instead of mailing them out? It will save on postage and the recipient wouldn't have to wait for the documents to come in the mail.

### 4 CAN YOU SEND A POSTCARD?

Postcards cost \$0.35 to send out and letters cost \$0.50. When doing a mailing such as a save the date, consider sending it as a postcard instead of a letter. This will help your department save on postage.



### 5 LETTER VS. LARGE ENVELOPE



The starting price for a regular letter is \$0.50 and a large envelope is \$1.00. When mailing out documents consider folding your documents and putting them into a regular letter envelope instead of a large manila envelope. Make sure the envelope isn't thicker than 1/4" thick. By doing so, your mailing cost will be cut in half.

### 6 MAILINGS WITHIN HAWAII

When mailing packages within the state of Hawai'i you should always consider what you are mailing your items in. Postage is based off of the weight of your package. If your item is less than 1lb, mail it in a regular box instead of a priority flat rate box. By doing so, you will save on postage.



### 7 LET US HELP



If you need to mail large volumes of mail or items with unusual dimensions, we can help. Contact Campus Mail Services and our knowledgeable CMS clerks will be more than happy to assist you with your mailing. They can provide advice on what to put your items in as well as what service to choose to get your mail to the destination in a timely manner at a reasonable cost.

# CHOOSING A SERVICE FOR MAILING

SHAPE + SPEED + COST = SERVICE


SHAPE	SPEED	COST	SERVICE
 <p>70 lbs or less</p>	<p><b>1 or 2 days</b> money-back guarantee</p>	<p><b>\$\$\$</b> based on weight, and distance</p>	<p><b>Priority Mail Express</b></p>
 <p>70 lbs or less</p>	<p><b>1, 2, 3 days</b> on average</p>	<p><b>\$\$</b> based on weight, shape, and distance</p>	<p><b>Priority Mail</b></p>
 <p>13 oz or less 3.5 oz or less</p>	<p><b>1 - 3 days</b></p>	<p><b>\$</b> based on weight and shape</p>	<p><b>First-Class Mail</b> <b>First Class Package</b> <b>Service-Retail</b></p>
 <p>70 lbs or less</p>	<p><b>2 - 8 days*</b> money-back guarantee</p>	<p><b>\$</b> based on weight, shape, and distance</p>	<p><b>USPS Retail Ground**</b></p>
 <p>70 lbs or less</p>	<p><b>2 - 8* days</b> money-back guarantee</p>	<p><b>\$</b> based on weight</p>	<p><b>Media Mail**</b></p>

\*Shipping to and from Hawai'i will take additional time

\*\*Not available for international shipping

All information current as of May 2018 (Referenced from USPS)

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](http://www.hawaii.edu/mailroom)



**CAMPUS MAIL  
SERVICES**