

TIPS from the MAILROOM



CAMPUS MAIL SERVICES

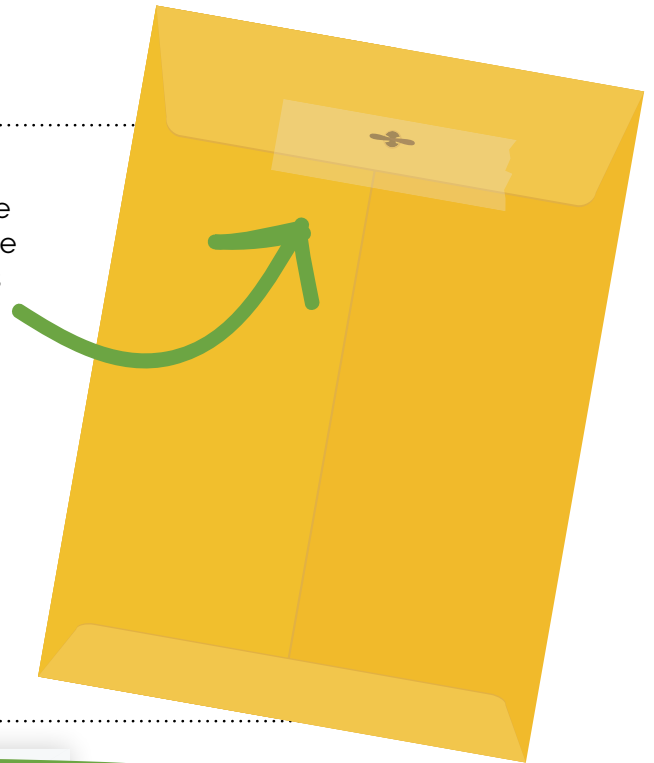
UHM Campus Mail Services mails out official, university-related materials for departments only. Mailings must list a UHM building address in the return address area and have a department's mailing barcode attached to the exterior to utilize our services. Personal mail is not permitted.

3 TIPS FOR SENDING TIME-SENSITIVE MAIL

CLASP ENVELOPES

1 Envelope clasps can get caught in our mailing machines! If they do and it isn't salvageable, we'll be forced to return the envelope(s) to the sender for re-packaging which can cause delays. To minimize the risk of this happening to you, here's what we suggest:

- **Place a piece of tape over the clasp to cover it entirely**
- **Glue the envelope flap down over the clasp, or**
- **If possible, transfer the contents to an unclasp envelope**



VERIFYING BARCODES

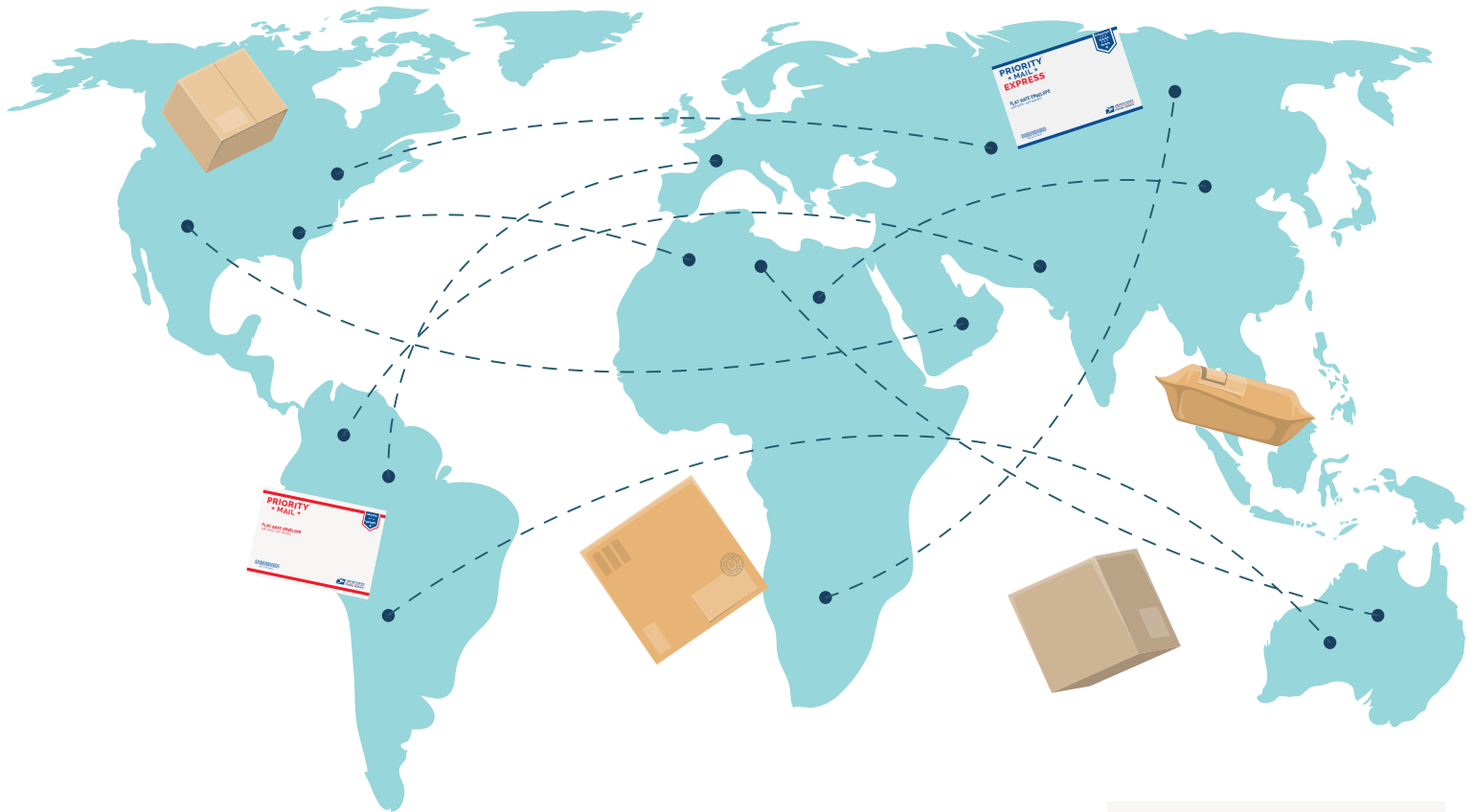
2



Campus Mail Services employees verify that the barcode number attached to a mailing corresponds with the department listed in the sender's return address. If there is a mismatch, the mail will be returned to the sending department.

In the event that one department has agreed to pay for another's postage, please notify Campus Mail Services in advance so there is no stoppage in mailing.

INTERNATIONAL CUSTOMS FORM



3 Before mailing **International Priority Mail** envelopes or packages, please make sure to do the following:

- 1** Fill out a mailing label with the recipient and sender's address
- 2** Complete an online **USPS Customs Form**
hawaii.edu/mailroom/usps.html
- 3** Make a copy of the form for your records, as **USPS** retains all original documents



Sending out an **International Express Mail** envelope or package? The process for mailing using this service differs slightly from the one above. Please follow these steps to ensure timely delivery:


- 1** Complete an online **International Customs Form**
hawaii.edu/mailroom/usps.html
- 2** Use the customs form as your label
- 3** Make a copy of the form, if you need one. **USPS** receives the original form

Unsure if your mailing requires a customs form? Not a problem!

Visit the Campus Mail Services website → click on the USPS Services tab → click on International Customs Form. Complete the form and click Continue to find out if a customs form is required.

Mail destined for United States Territories (e.g. Pago Pago, Saipan, and the Northern Marianas) may require a USPS Customs Form declaration.

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



CAMPUS MAIL
SERVICES