

# Ready to Mail?

P&D's metering team works very hard to prepare and prioritize mail so it can be metered at a discounted rate. This allows agencies to receive savings of 10 cents or more per piece on qualifying letters. Metering processes all classes of mail: first-class, priority, certified, international and parcels.

Help us, help you save money, by following these guidelines:

### 1. PREPARE:

- For unsealed envelopes:
  - Make sure envelope contents do not interfere with the closing of the flap
  - Nest flaps -----
- Seal ALL flats\*\*
- Properly label certified mail (see the certified mail guide on reverse)

#### 2. SORT AND SEPARATE:

Put letter mail in trays and large envelopes in tubs. Place mail that needs special handling in the trays or tubs, keep separate from the other mail.

- Handwritten addresses
- Certified mail
- Priority mail
- Flats\*\*
- Letters\*
- Packages
- Pre-stamped mail
- Sealed mail and open mail
- Foreign mail
- Interagency mail (download a shuttle route list at oregon. gov/DAS/EGS/PD/documents/routes.xls)

### 3. LABEL EACH BUNDLE OF MAIL:

- Group or bundle similar pieces
- Label each bundle using a mail processing slip (see sample on page 3 of this guide)
- You must include your agency number with EACH bundle of mail. This number designates the agency to which the invoice for service will be sent. We cannot apply postage to mail without this information.

#### 4. ADDITIONAL MAIL PREP TIPS:

- Mail going to addresses on our shuttle routes do not need postage.
- For multiple-page letters, fold sheets tightly and crease the folds well (this can make the difference between the envelope being sent at the letter rate and the flat mail rate, a cost difference of 45 cents).
- Same day mail can come with a cost. If the letters can be processed the next day, the postage savings can be 10 cents or more for each letter.

\*What is a letter? Letter-size mail is:

- At least 5 inches long and 3-1/2 inches high
- No larger than 11-1/2 inches long OR 6-1/8 inches high
- No heavier than 3.5 ounces (about 15 sheets)
- No thicker than 1/4 inch

Mail pieces that exceed these limits will mail at the flat-sized rate

\*\*What is a flat? Flat-size mail is:

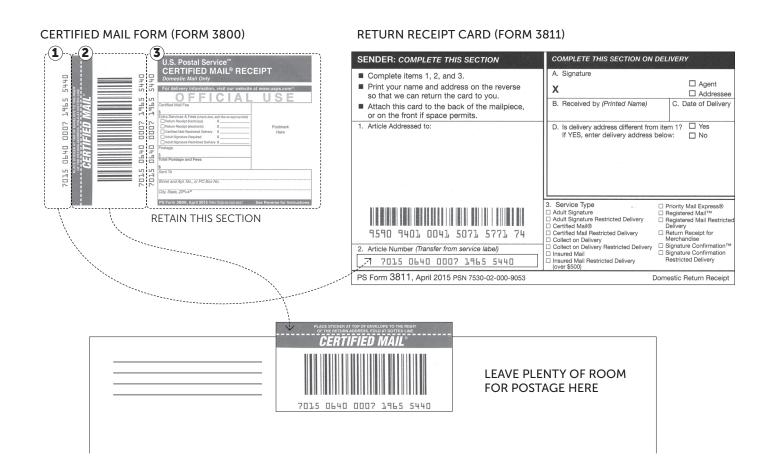
- More than 11-1/2 inches long, 6-1/8 inches high, or 1/4 inch thick
- Not more than 15 inches long, 12 inches high, or 3/4 inch thick
- Flexible

# **Submitting Certified Mail**

Certified mail service provides the sender with a mailing receipt and, upon request, verification that an article was delivered or that a delivery attempt was made.

#### To send certified mail:

- 1. Complete the certified mail form (Form 3800, shown below) and retain section 3 as your receipt. Do not send the letter or package with the receipt still attached.
- 2. Place section 1 on the bottom of the return receipt card (Form 3811).
- 3. Place section 2 above the delivery address and immediately to the right of the return address on the envelope or package. On a letter, where space is limited, leave as much room as possible in the top right corner for postage.
- 4. Complete both sides of the return receipt card (Form 3811).
- 5. Place the return receipt card (Form 3811) on the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Please seal ALL flats\*\*.



## Publishing & Distribution

\*REQUIRED INFORMATION

REQUEST FOR M	503-3/3-1/48		
Agency name*:			Date*:
Contact Name*:		Contact Phone*:	
Agency Number (mu	st be six digits)*:		
Sub-number:			
# Certified	Priority	Letters	Flats
*REQUIRED INFORMATION	ON		
Publishing	 & Distribution	 on	
REQUEST FOR MAILING			503-373-1748
Agency name*:			Date*:
Contact Name*:		Contact Phone*:	
Agency Number (mu	st be six digits)*:		
Sub-number:			
# Certified	Priority	Letters	Flats
*REQUIRED INFORMATION	ON		
Publishing	& Distribution	on	
REQUEST FOR M	AILING		503-373-1748
Agency name*:			Date*:
Contact Name*:		Contact Phone*:	
Agency Number (mu	st be six digits)*:		
Sub-number:			
# Certified	Priority	Letters	Flats