



Publishing & Distribution
DEPARTMENT OF ADMINISTRATIVE SERVICES

Mail services

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Price agreements

P&D establishes and maintains print price agreements and annual contracts for use by all state agencies. According to these agreements the following products and services can be ordered directly from the vendor. If the product or service you are looking for is not mentioned in the agreements or contracts, then you may order from P&D.

Price agreements exist for:

- State envelopes, standard white and catalog
 - State letterhead, standard
 - State letterhead, non-standard
 - State business cards, standard
 - State business cards, non-standard
 - Carbonless forms, standard
 - Portland area quick print and color copy work
 - Polyethylene Signs
 - Tabbed dividers
-

Production mail services

Production mail

P&D offers customers traditional mail processing services such as folding, inserting, metering and sorting, plus a host of special services designed to save money.

Inserting features include:

- Simple inserting: inserting the same number and type of documents into each envelope
- Smart inserting: inserting multiple pages (going to the same destination) into the same envelopes by matching scan marks printed on documents
- Select inserting: inserting specific pieces into certain envelopes by matching scan marks printed on documents

Inkjet addressing

Forget about applying labels to your mail! We use postal hygiene software to clean up your addresses, generate the correct ZIP+4 codes, and presort them into the correct delivery sequence. Our high-speed inkjet printer then sprays the ready-to-mail addresses and 11-digit zip codes directly onto your document.

Presorting, addressing and mailing

You provide us the database and we will presort your addresses and imprint them on your mail piece. We can use your permit number or ours. Larger mailings will require postage payment up front. We offer:

- Inserting: automatic or by hand
- Inkjet addressing and bar-coding
- Mail sorting and bar-coding
- NCOA (national change of address)
- Fast Forward

Mail sorting and bar-coding

Discounts are available for automated presorted mail that meets the postal service Move Update and postal hygiene requirements. Our Optical Character Reader (OCR) reads addresses, applies barcodes, and sorts mail to ensure that you get the best discount available.

Creating a direct mail piece

The format you choose sets up the way your message is presented. When deciding on a format for your mail piece, consider:

- What is the goal of this mailing?
- What is the most important thing I want people to remember?
- How much space do I need for my message?
- What format is best for conveying my message?

Once you have your situation clearly defined, choose the format that will best satisfy your goals. It should allow you to say and show everything that you need — nothing more, nothing less.

Common self-mailer setups

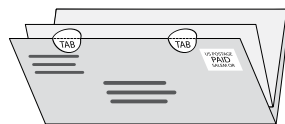
Fold, tab and address placement



Letter fold

8.5" x 11"

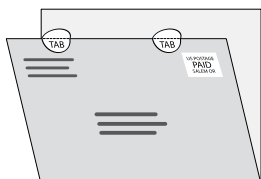
Minimum stock weight:
28# Bond or 70# Book



Double parallel fold

8.5" x 14"

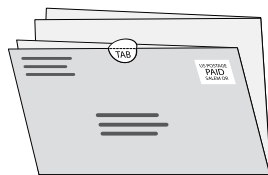
Minimum stock weight:
28# Bond or 70# Book



Single fold

8.5" x 11"

Minimum stock weight:
28# Bond or 70# Book



French fold

11" x 17"

Minimum stock weight:
24# Bond or 60# Book

P&D offers creative services if you need help creating your self-mailer.
oregon.gov/das/printmail

Mail piece formats

Postcards

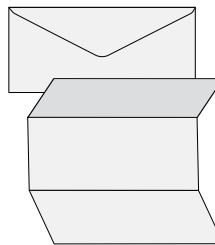


Postcards give your message immediate attention.

Use them as:

- Announcements for new services
- Move notifications
- Special announcements

Letters



With a letter, you can tell a persuasive story. You can also include other elements in and on the envelope.

Use them to:

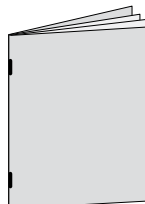
- Introduce your services
- Provide news and updates
- Present information about your services
- Include reply envelopes

Flyers & self-mailers



This larger format gives you more space to elaborate on the details of your message, communicate key points and visually describe your services.

Brochures & booklets



These are a great way to share information with your customers visually.

Use them to:



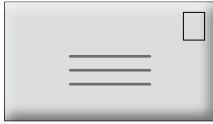

- Offer information about your services (in the form of a newsletter)
- Introduce new services
- Communicate special events

Is it a letter, flat or parcel?

Shape-based pricing

Postal pricing for both domestic and international mail is based on shape, weight and dimensions. For example, a piece that is letter-size, or appears to be letter-size, could be too thick or have other characteristics that put it in the large envelope (flat) or parcel category.

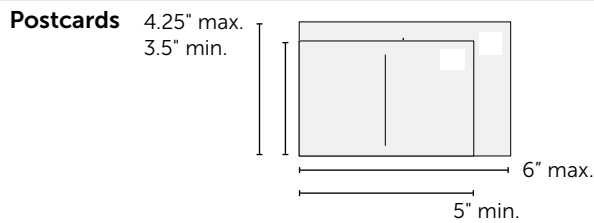
Here are some examples:

	Example 1	Example 2	Example 3	Example 4
Length	8 inches	11 inches	11 inches	11 inches
Height	5 inches	6 inches	6 inches	6 inches
Thickness	exactly .25 inch	.25 inch	.5 inches	.5 inches
Weight	2 ounces	2 ounces	2 ounces	2 ounces
Other details	The address is written along the longer edge of the envelope.	The address is written along the shorter edge of the envelope.		Contains a rigid CD case.
				

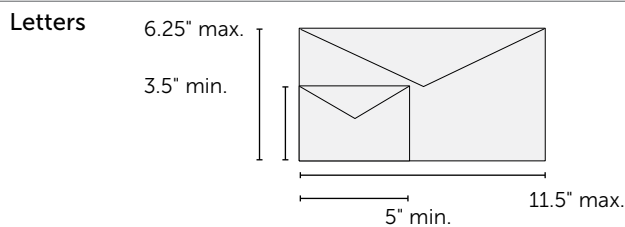
Is it a letter, flat or parcel?	<p>It's a letter: Regular 2-ounce letter-size price. All dimensions fall within minimum and maximum dimensions.</p>	<p>It's a nonmachinable letter: Having the address along the shorter edge puts this piece in the nonmachinable category. In other words, the piece mails at the 2-ounce letter-size price, with an additional First-Class Mail nonmachinable surcharge.</p> <p>--OR--</p> <p>It's an automation flat: Because this piece is within the size range for automation flats as well as for letters, it may, at the mailer's option, be mailed as an automation flat, as long as all automation flat standards (polywrap, flexibility, uniform thickness, deflection) are met.</p>	<p>It's a flat: In this example, at first the piece appears to be letter-size because of the length and height, but the 2-ounce flat price applies because the thickness exceeds the maximum letter-size thickness.</p>	<p>It's a parcel: Adding the CD case makes this item a parcel. Why? First, the thickness exceeds the maximum thickness for a letter and the piece is actually flat-size. Second, it contains a rigid object, and flats containing rigid items that cause the piece to be inflexible are eligible for parcel prices.</p>
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USPS domestic quick reference guide

First-Class Mail domestic — retail

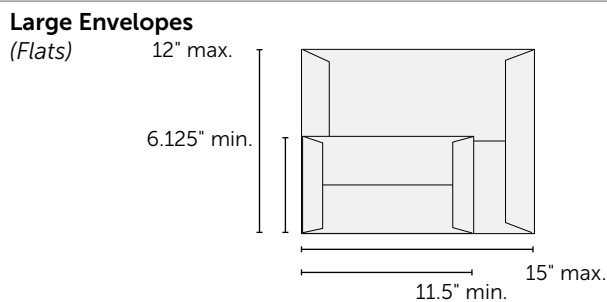


	Minimum	Maximum
Length	5 inches	6 inches
Height	3.5 inches	4.25 inches
Thickness	0.007 inch	0.016 inch



	Minimum	Maximum
Length	5 inches	11.5 inches
Height	3.5 inches	6.125 inches
Thickness	0.007 inch	.25 inch

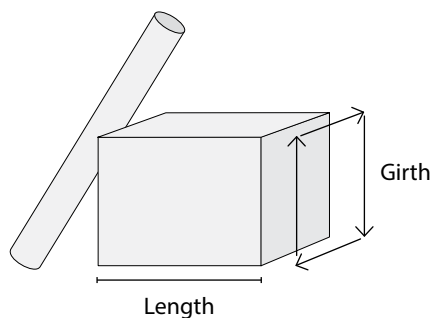
Letters that meet one or more of the nonmachinable characteristics in DMM 101.12 are also subject to the nonmachinable surcharge.



	Minimum	Maximum
Length	11.5 inches	15 inches
Height	6.125 inches	.75 inches
Thickness	.25 inch	.75 inch

Flats exceed at least one of these dimensions. Pieces that are rigid, nonrectangular or not uniformly thick pay package prices.

Packages



Measuring instructions

Length + girth combined cannot exceed 165 inches and upto up to 108" in length.

Length:
the longest side of the package

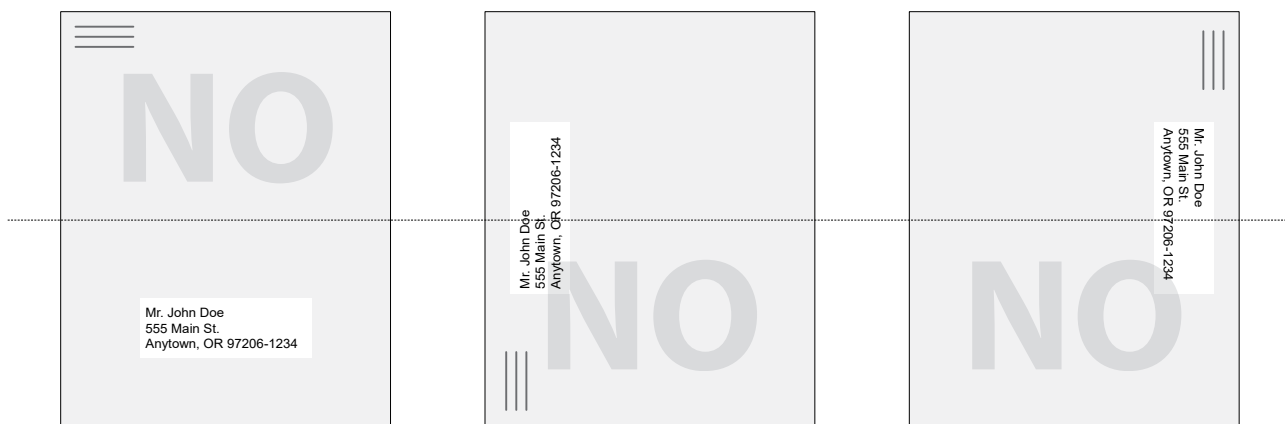
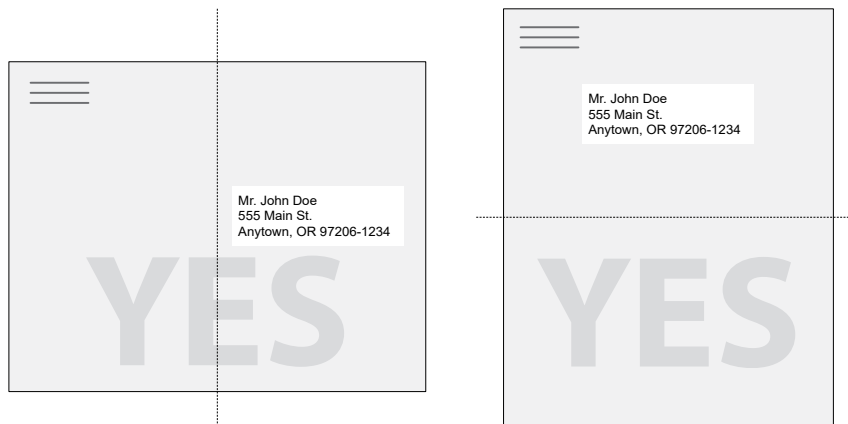
Girth:
measurement around the thickest part perpendicular to the length

Address placement on enclosed large envelope (flat)

The address **can** read left, straight across or right and must be within the top half of the mail piece.

The address **cannot** be read upside down.

The address can be on the front or back of the mail piece.



Postal classes

First-Class Mail guidelines

- Letters and cards: maximum weight 3.5 ounces
- Flats: maximum weight 13 ounces
- Self-mailers and postcards: minimum quantity to mail at commercial prices is 500 pieces
- Most matter can be mailed as First-Class Mail. Some things must be mailed as First-Class Mail (or priority mail), including:
 - Handwritten or typewritten material
 - Bills, statements of account or invoices, credit cards
 - Personal correspondence, personalized business correspondence
 - All matter sealed or otherwise closed against inspection.

Mailables over 13 ounces become priority mail. Single-piece, presorted and automation prices are also available.

First-Class Mail prices are the same regardless of how far the mail travels within the United States. First-Class Mail postage includes forwarding and return services (see page 13). For a fee, you can enhance First-Class Mail by adding Registered or Certified services offered by the United States Postal Service (USPS).

Marketing Mail guidelines

- Maximum weight per piece is 15 ounces
- Minimum quantity is 200 pieces or 50 pounds of mail
- Marketing Mail is used to send:
 - Printed matter, flyers, circulars and advertising
 - Newsletters, bulletins and catalogs
 - Small parcels

All Marketing Mail prices are based on weight and type, such as letters, flats/large envelopes and parcels.

Marketing Mail is not forwarded or returned unless requested with an ancillary service endorsement (see page 7 & 8). Forwarding and return services may result in additional fees or postage.

Marketing Mail is often a good choice because postage prices are lower.

Marketing Mail is for domestic mail only, not international addresses.

For more information, visit usps.com

Additional mail services

Ancillary service endorsements

Ancillary service endorsements are used by mailers to request an addressee's new address or to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Address," "Return," "Change," or "Forwarding," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mail piece obligates the mailer to pay any applicable charges for forwarding, return and separate address notification charges.

General information

Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A

return address must be used and placed in the upper left corner of the address side of the mail piece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number).

Physical standards

An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a .25-inch clear space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address.

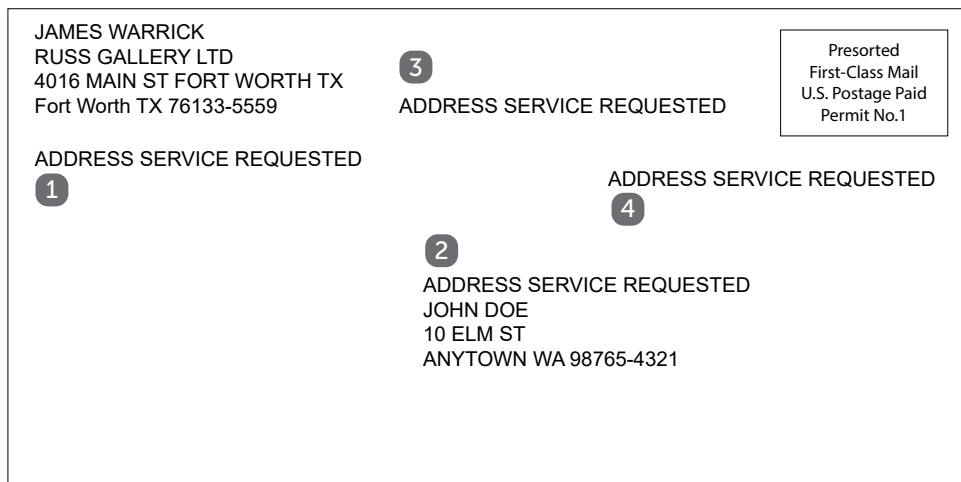
Placement of endorsement (on letters, flats and parcels)

The endorsement must be placed in one of these four positions:

1. Directly below the return address
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline or optional endorsement line)

3. Directly to the left of the postage area and below or to the left of any price marking
4. Directly below the postage area and below any price marking

For the specific Domestic Mail Manual (DMM) standards applicable to this category of mail, consult the DMM or visit usps.com.



Additional mail services (continued)

Mailer endorsement and USPS Action	Priority Mail and First-Class Mail	Marketing Mail	Package services
Address Service Requested Forwarding and return. New separate address notification provided.			
STEP 1 , months 1 through 12: mail piece forwarded; notice of new address provided, address correction fee charged.	Forwarded at no charge.	Forwarded at no charge.	Forwarded as postage due.
STEP 2 , months 13 through 18: mail piece returned with new address attached.	Returned at no charge.	Weighted fee charged.	Return postage charged at appropriate single-piece price.
STEP 3 , after 18 months or if undeliverable at any time: mail piece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged.	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate Package Services single-piece price.
Return Service Requested No forwarding, only return. New address notification provided.			
Mail piece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail price charged.	Return postage charged at appropriate single-piece price.
Change Service Requested			
No forwarding or return. New address notification provided. Separate notice of new address or reason for nondelivery provided; mail piece disposed of by USPS.	Per-piece fee.	Per-piece fee.	Per-piece fee.
Forwarding Service Requested Forwarding and return. New address notification provided only with return.			
STEP 1 , months 1 through 12: mail piece forwarded.	Forwarded at no charge.	Forwarded at no charge.	Forwarded as postage due.
STEP 2 , months 13 through 18: mail piece returned with new address attached.	Returned at no charge.	Weighted fee charged.	Return postage charged at appropriate single-piece price.
STEP 3 , after 18 months or if undeliverable at any time: mail piece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged.	Return postage charged at appropriate single-piece price.
No endorsement			
UAA handled by class of mail.	Same as USPS action for "Forwarding Service Requested."	Mail piece disposed of by USPS.	No endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the Package Services single-piece price.

National Change of Address (NCOA)

How NCOA works

National Change of Address (NCOA) can help your mailings reach their intended recipients at the first attempt and help reduce cost, time, and undeliverable mail.

NCOA is a data base product of the United States Postal Service (USPS) used to provide updated and accurate addresses for individuals, families, and businesses.

The addresses in the database are specifically designed to match the USPS requirements.

It is a secure dataset of approximately 160 million permanent change-of-address (COA) records consisting of names and addresses of individuals, families and businesses who have filed a change-of-address with the USPS. It is maintained by the United States Postal Service. Access to it is licensed to service providers and made available to mailers.

The rewards of using NCOA are improved discounts on postage and reduced:

- returned mail.
- undeliverable mail.
- mailing cost of bad addresses for postage, materials (paper and envelopes), and production labor.
- time and money spent re-mailing a second time.

Use of NCOA minimizes the number of UAA (Undeliverable As Addressed) mail pieces saving time and money.

Supply your address file to P&D electronically for NCOA service and an updated file will be returned to you.



Address files and address block design

P&D supports all address file formats that are compatible with Excel.

Common file formats:

- Delimited (CSV, Tab or other)
- Fixed-width
- Text

When creating a CSV file, save numeric and zip code fields as text. Otherwise, leading zeros will disappear in your data. This is especially important when your database includes addresses on the East Coast where some zip codes start with zero.

Sample address file set-up with header

ID	First	Last	Company	Street	PO Boxes	City	State	Zip
1994	JANE	DOE	PRINT N MAIL	123 FIRST AVE	PO BOX 1234	SALEM	OR	97301
1999	JOHN	SMITH	MAIL PLUS	987 PEACH ST	PO BOX 9874	SALEM	OR	97301

You are limited to TWO address fields

Creating address files

- Each field line limit is 35 characters
- Capitalize everything in the address
- Eliminate all punctuation (except the hyphen in the ZIP+4)
- Use 2-letter state abbreviations (see page 14)
- Use common abbreviations (see pages 14, 15)
- We cannot use address label files created in WordPerfect or Word for Windows
- Use universal fonts, such as:
 - Arial
 - Courier
 - Lucida Console
 - Times New Roman
- No symbols or hard returns, please!

Address block design

- No more than five lines to an address
- For international mail: place the country name and zip code on the last line of the address block
- Some standard formats for an address block are shown here:

FIRST LAST
ADDRESS 1
CITY STATE ZIP

ID
FIRST LAST
COMPANY
STREET
PO BOXES
CITY STATE ZIP

Variable data printing

Add impact, promote one-to-one relationships and improve your response rates with relevant messaging and images.

With P&D's variable data printing service we can convert complex data formats into dynamically printed documents.

Variable data printing allows your mailings to address recipients' individual needs with personalized information.

P&D can help you with everything from simple mail merge documents to highly personalized variable messages and images as well as full-color direct mail campaigns.

We offer:

- Document development and custom programming
- Personalization
- Merging of multiple data streams
- Data cleansing and data enhancement
- Black or full-color printing
- Duplex and simplex printing
- MICR, OCR, serial or barcode numbering

Variable data can be used on forms with pre-filled information, sequentially numbered documents such as meal or admission tickets for conferences, personalized certificates, and many other document types.

Mail metering

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)



Mail metering (continued)

2. SORT AND SEPARATE:

- Handwritten addresses
- Certified mail
- Certified restricted delivery 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/printmail.)

**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

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

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 at right) 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**.

NOTE: Sort and separate all mail bundles, this includes separating certified mail from certified restricted delivery mail.

Mail metering (continued)

CERTIFIED MAIL FORM (FORM 3800)

1 **2** **3**

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com.

OFFICIAL USE

Certified Mail Fee \$
 Return Receipt (hardcopy) \$
 Return Receipt (electronic) \$
 Certified Mail Restricted Delivery \$
 Adult Signature Required \$
 Adult Signature Restricted Delivery \$

Postmark Here

Postage \$
 Total Postage and Fees \$

Sent To _____
 Street and Apt. No., or PO Box No. _____
 City, State, ZIP+4® _____

PS Form 3800, April 2015 PSN 7530-02-000-9053 See Reverse for Instructions

RETAIN THIS SECTION

RETURN RECEIPT CARD (FORM 3811)

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (<i>Printed Name</i>) _____ C. Date of Delivery _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
<p>1. Article Addressed to:</p> <p>9590 9401 0041 5071 5771 74</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	
<p>2. Article Number (<i>Transfer from service label</i>)</p> <p>7 7015 0640 0007 1965 5440</p>																	
PS Form 3811, April 2015 PSN 7530-02-000-9053	Domestic Return Receipt																

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

CERTIFIED MAIL®

7015 0640 0007 1965 5440

LEAVE PLENTY OF ROOM FOR POSTAGE HERE

State shuttle and delivery

Publishing & Distribution offers interagency delivery service through state shuttle, with optional PacTrac tracking service. This service is available to state agencies and counties located in the Salem area and along the I-5 corridor from Portland to Eugene. Your pickup and delivery is our priority, our safe professional drivers take great care to see that your agency assets are handled properly.

STATE SHUTTLE TIPS

- Clearly display both the delivery and return addresses:
 - Recipient name
 - Agency name, division or section
 - Building or street address
 - City, state, and zip
- Use and re-use interagency envelopes
- No open, loose or unpackaged documents/ mailings
- Pick-up limitations: P&D will pick up no more than five boxes per day.
- Package limitations: up to 165" in girth and length combined, up to 108" in length, and a weight of 50 pounds or less. Call to make special arrangements for packages exceeding these limitations.
- To track your shuttle packages, use PacTrac
- All packages with a security level 3 or level 4 must use PacTrac.

PROHIBITED ITEMS:

- Personal mail
- Poisons or poisonous compounds
- Narcotics and controlled substances prescribed by federal law or regulation
- Explosives or flammable materials
- Firearms, ammunition, or weapons of any kind; examples knives, air rifles-pistols
- Machinery, chemicals, or chemical compounds, explosives, pepper sprays
- Activated personal pagers or beepers
- Live animals of any kind

LARGE TRUCK SERVICES

P&D has a fleet of large trucks for dock and lift gate pick-up and delivery. Most orders can be scheduled for the following day. Take advantage of our competitive rates for your big truck needs. Call state shuttle services at 503-373-1327 for a price quote or to schedule a pick-up.

PacTrac

PacTrac is P&D's package tracking system that allows users to track their packages and secure shipments through the state shuttle and delivery service.

Packages are scanned each time they are picked up, moved to a different location, or delivered. Handheld scanners can also capture signatures, when requested, and wirelessly transmit them to our secure server.

SIGN UP FOR PACTRAC

Using PacTrac is easy. To sign up, call PacTrac services at 503-373-1327 or send an email to pnd.ptsadmin@oregon.gov and include the following information in the body of your email:

- First and last name of requested user(s)
- Email address of requested user(s)
- Phone number of requested user(s)
- Manager's name
- Agency's physical address
- Six-digit billing number

For more information go to www.oregon.gov/das/printmail/pages/pactrac.aspx.

Standard abbreviations

Two-letter state and standard abbreviations

Alabama	AL	Kansas	KS	Ohio	OH
Alaska	AK	Kentucky	KY	Oklahoma	OK
American Samoa	AS	Louisiana	LA	Oregon	OR
Arizona	AZ	Maine	ME	Pennsylvania	PA
Arkansas	AR	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Canal Zone	CZ	Michigan	MI	South Carolina	SC
Colorado	CO	Minnesota	MN	South Dakota	SD
Connecticut	CT	Mississippi	MS	Tennessee	TN
Delaware	DE	Missouri	MO	Texas	TX
Dist. of Columbia	DC	Montana	MT	Trust Territories	TT
Florida	FL	Nebraska	NE	Utah	UT
Georgia	GA	Nevada	NV	Vermont	VT
Guam	GU	New Hampshire	NH	Virginia	VA
Hawaii	HI	New Jersey	NJ	Virgin Islands	VI
Idaho	ID	New Mexico	NM	Washington	WA
Illinois	IL	New York	NY	West Virginia	WV
Indiana	IN	North Carolina	NC	Wisconsin	WI
Iowa	IA	North Dakota	ND	Wyoming	WY

Directional abbreviations

North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Southwest	SW
Northwest	NW

Secondary address unit indicators

Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Room	RM
Department	DEPT

Standard abbreviations (continued)

Abbreviations for street designators (street suffixes)

Alley	ALY	Extension	EXT	Loaf	LF	Shoals	SHLS
Annex	ANX	Fall	FALL	Locks	LCKS	Shore	SHR
Arcade	ARC	Falls	FLS	Lodge	LDG	Shores	SHRS
Avenue	AVE	Ferry	FRY	Loop	LOOP	Spring	SPG
Bayou	BYU	Field	FLD	Mall	MALL	Springs	SPGS
Beach	BCH	Fields	FLDS	Manor	MNR	Spur	SPUR
Bend	BND	Flats	FLT	Meadows	MDWS	Square	SQ
Bluff	BLF	Ford	FOR	Mill	ML	Station	STA
Bottom	BTM	Forest	FRST	Mills	MLS	Stravenue	STRA
Boulevard	BLVD	Forge	FGR	Mission	MSN	Stream	STRM
Branch	BR	Fork	FRK	Mount	MT	Street	ST
Bridge	BRG	Forks	FRKS	Mountain	MTN	Summitt	SMT
Brook	BRK	Fort	FT	Neck	NCK	Terrace	TER
Burg	BG	Freeway	FWY	Orchard	ORCH	Trace	TRCE
Bypass	BYP	Gardens	GDNS	Oval	OVAL	Track	TRAK
Camp	CP	Gateway	GTWY	Park	PARK	Trail	TRL
Canyon	CYN	Glen	GLN	Parkway	PKY	Trailer	TRLR
Cape	CPE	Green	GN	Pass	PASS	Tunnel	TUNL
Causeway	CSWY	Grove	GRV	Path	PATH	Turnpike	TPKE
Center	CTR	Harbor	HBR	Pike	PIKE	Union	UN
Circle	CIR	Haven	HVN	Pines	PNES	Valley	VLY
Cliffs	CLFS	Heights	HTS	Place	PL	Viaduct	VIA
Club	CLB	Highway	HWY	Plain	PLN	View	VW
Corner	COR	Hill	HL	Plains	PLNS	Village	VLG
Corners	CORS	Hills	HLS	Plaza	PLZ	Ville	VL
Course	CRSE	Hollow	HOLW	Point	PT	Vista	VIS
Court	CT	Inlet	INLT	Port	PRT	Walk	WALK
Courts	CTS	Island	IS	Prairie	PR	Way	WAY
Cove	CV	Islands	ISS	Radial	RADL	Wells	WLS
Creek	CRK	Isle	ISLE	Ranch	RNCH		
Crescent	CRES	Junction	JCT	Rapids	RPDS		
Crossing	XING	Key	CY	Rest	RST		
Dale	DL	Knolls	KNLS	Ridge	RDG		
Dam	DM	Lake	LK	River	RIV		
Divide	DV	Lakes	LKS	Road	RD		
Drive	DR	Landing	LNDG	Row	ROW		
Estates	EST	Lane	LN	Run	RUN		
Expressway	EXPY	Light	LGT	Shoal	SHL		

Other things we do

Consultation

- Project coordination
- Estimates
- Postal guidance
- Training

Digital printing

- Quick copy
- Full-color
- Finishing
- Large format printing
- Variable data
- Negotiable documents

Graphic design

- Print and online marketing
- Brand development
- Logo design
- Trade show displays

Multimedia

- Photography
- Videography and editing
- Voiceover services
- Web design

Security

- Confidential document security
- Secure building

Print contracts

- Coordinate between customers and vendors
- Develop bid specifications
- Award contracts and issue purchase orders
- Monitor vendor performance
- Resolve conflicts
- Maintain a pre-approved vendors list

File preparation & conversion

- Preflight
- File conversion
- Document and image scanning

Mail

- Inserting
- Metering
- Mail sorting
- Postage discounts
- National Change of Address (NCOA) service

Shuttle delivery

- Daily delivery of interagency mail throughout the Willamette Valley
- Electronic package tracking

Publishing & Distribution

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