



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**.

CERTIFIED MAIL FORM (FORM 3800)

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 \$
Extra Services & Fees (check box, add fee as appropriate)
 Return Receipt (hardcopy) \$
 Return Receipt (electronic) \$
 Certified Mail Restricted Delivery \$
 Adult Signature Required \$
 Adult Signature Restricted Delivery \$
 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 7530-02-000-9047 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. 	A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee B. Received by (Printed Name) C. Date of Delivery
1. Article Addressed to: 9590 9401 0041 5071 5771 74	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
2. Article Number (Transfer from service label) <input checked="" type="checkbox"/> 7015 0640 0007 1965 5440	3. Service Type <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)
PS Form 3811, April 2015 PSN 7530-02-000-9053	Domestic Return Receipt



Publishing & Distribution

REQUEST FOR MAILING

503-373-1748

Agency name*: _____ Date*: _____

Contact Name*: _____ Contact Phone*: _____

Agency Number (must be six digits)*: _____

Sub-number: _____

Certified _____ Priority _____ Letters _____ Flats _____

**REQUIRED INFORMATION*

Publishing & Distribution

REQUEST FOR MAILING

503-373-1748

Agency name*: _____ Date*: _____

Contact Name*: _____ Contact Phone*: _____

Agency Number (must be six digits)*: _____

Sub-number: _____

Certified _____ Priority _____ Letters _____ Flats _____

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**REQUIRED INFORMATION*