



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
- 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 www.oregon.gov/das/printmail.)

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