



Mail Services Guide



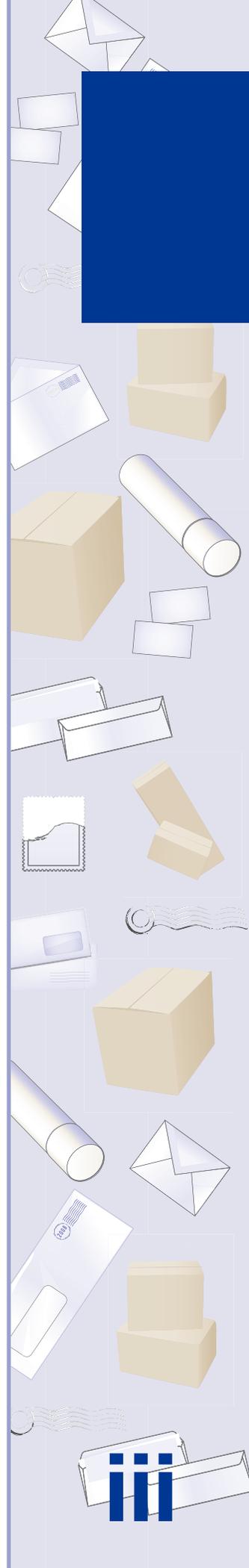


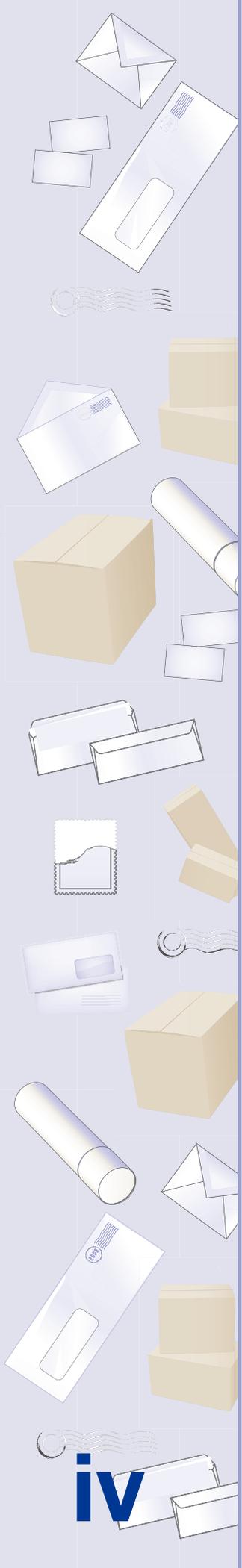
Table of Contents

1 Introduction

- 1 Objective
- 1 Mission Statement
- 1 About Us
- 2 Administration
- 2 Contact Information
- 3 Mail Center Locations & Hours of Operation
- 4 Questions

5 Standard Services

- 5 Mailing & Shipping Services Available
- 5 Six Digit Account Numbers (Mailing Codes)
- 5 Presort First Class Mail
- 6 Presort Letters
- 6 Presort Flats (Large Envelopes)
- 7 First Class Mail (Full Rate)
- 7 Priority Mail
- 8 Post Cards
- 8 Certified Mail
- 10 Registered Mail
- 12 Certificate of Mailing
- 12 Insured Mail
- 13 Signature Confirmation
- 14 USPS Tracking
- 14 International Mail (US Postal Service)
- 15 Standard (Bulk) Mail
- 16 Ancillary Service Endorsements
- 20 Media Mail
- 20 Library Mail
- 20 Printing Services Mailing Operation



23 Small Package Services

- 23 United Parcel Service
- 24 Next Day Air Services
- 26 UPS CampusShip
- 26 U.S. Postal Service Priority Mail Express
- 27 Global Express Guaranteed

29 Interagency Mail Services

- 29 Interagency Mail
- 30 Mail Return Form

31 Other Services & Procedures

- 31 Request to Recall Mail
- 32 Postage Authorization Form

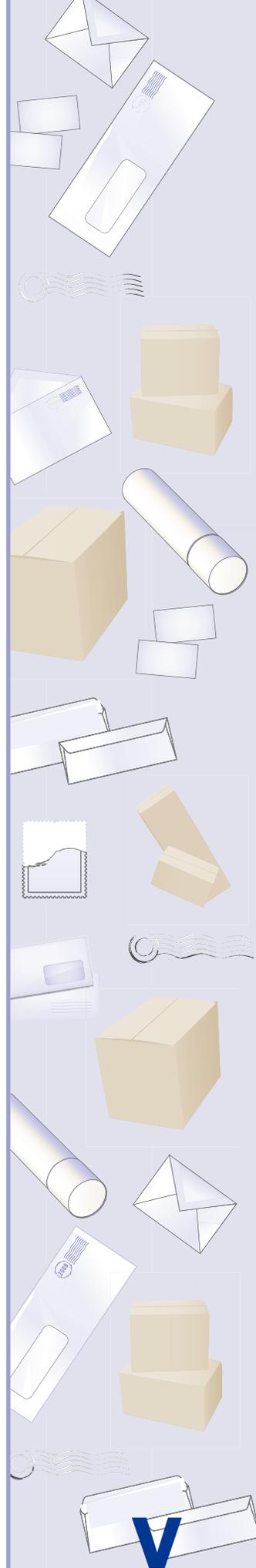
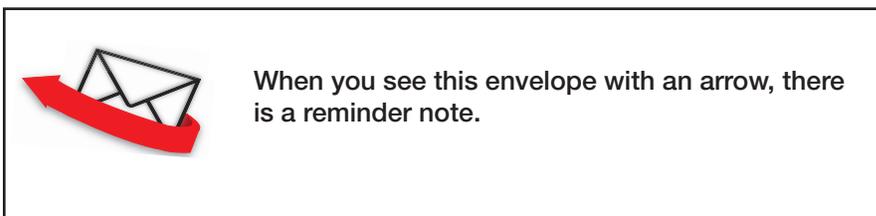
33 Addressing Tips & Formatting

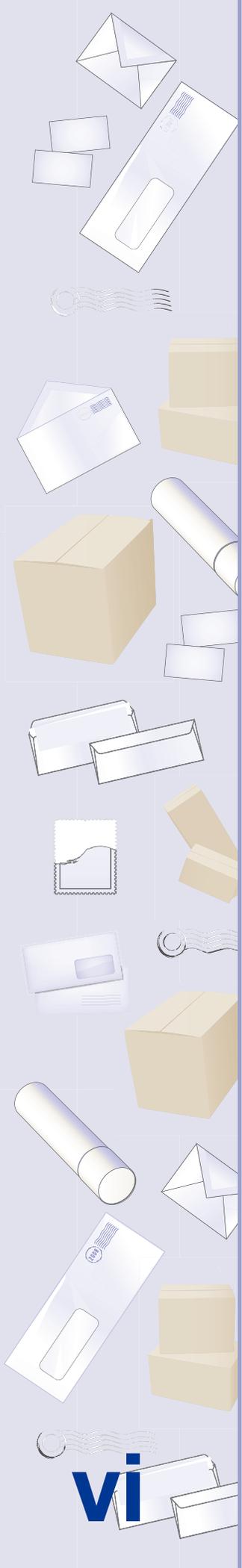
- 33 General Format
- 33 Post Office Box Address & Street Address
- 34 Line Slant
- 34 Return Address
- 34 Logo Placement
- 34 Print Quality & Color
- 34 Envelopes, Regular
- 35 Envelope Dimensions
- 35 Specific Format
- 36 Window envelopes
- 36 Flats
- 36 Type Style & Spacing
- 37 Optical Character Reader (OCR)
- 37 Folded Self-Mailers
- 38 U.S. States, Territories, Possessions, Protectorates, Districts, Abbreviations
- 39 Locator & Directional Abbreviations
- 39 Other Frequently Used Abbreviations
- 40 Agencies Served by Interagency Mail Service
- 45 Omaha Interagency Mail Service

44 Best Way

List of Figures

	<i>Page</i>
Figure 1. Priority Mail Logo	7
Figure 2. Certified Mail Label and Receipt (front and back)	8
Figure 3. Certified Mail Label and Receipt Properly Affixed to a No. 10 Envelope	8
Figure 4. Domestic Return Receipt Front Side	9
Figure 5. Domestic Return Receipt Back Side	9
Figure 6. Registered Mail Label	10
Figure 7. Registered Mail Label Properly affixed to a Envelope	10
Figure 8. Properly Taped Registered Mail Piece	10
Figure 9. Registered Mail Form	11
Figure 10. Insured Mail Receipt Form for Under \$200	12
Figure 11. Insured Mail Receipt Form for Over \$200	13
Figure 12. Signature Confirmation Receipt	13
Figure 13. USPS Tracking Label and Customer Receipt	14
Figure 14. International Mail – USPS Customs Declaration- CN22- PS Form 2976	14
Figure 15. International Mail – USPS Customs Declaration and Dispatch Note-CP27 – PS Form 2976A	15
Figure 16. State of Nebraska’s Bulk Mail Permit Imprint Stamp	15
Figure 17. Example of #10 Envelope of Properly Postioned Endorsements	17
Figure 18. UPS Next Day Air Form	24
Figure 19. UPS Declaration of Contents and Shippers Letter of Instruction	25
Figure 20. UPS Worldwide Service Waybill Form	25
Figure 21. USPS Priority Mail Express Shipping Form	26
Figure 22. Example of #10 Interagency Mail Envelope	29
Figure 23. Interagency Mail Insert Card	30
Figure 24. Mail Return Form	30
Figure 25. Request to Recall Mail Form	31
Figure 26. Postage Authorization Form	32
Figure 27. Nested Mail	34
Figure 28. Address Block Loction Dimensions	35
Figure 29. Address Block Location for Domestic Mail	35
Figure 30. Address Block Location for International Mail	36
Figure 31. Unacceptable Type Styles	37





vi

Introduction

OBJECTIVE

Administrative Services, Materiel Division Mail Center provides mail pickup, delivery, and processing services to Nebraska State Government. These services include the processing of interagency mail and outbound mail as well as mail pickup and delivery for State Agencies in the Lincoln area.

Mail service is for official State business only. Personal mail and/or any mail unrelated to government business is not authorized and will not be processed.

This guide is designed to assist State Personnel in the preparation of all mailing materials.

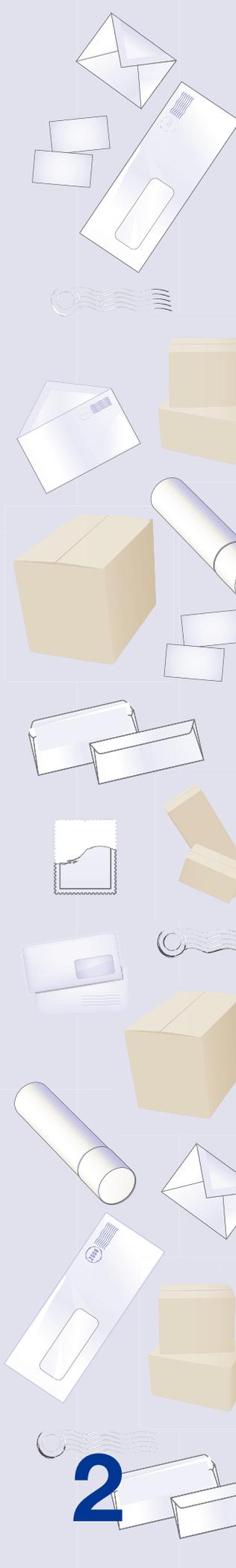
MISSION STATEMENT

The Mail Center's goal is to provide interagency and outgoing mail service to State Agencies. The mission of the Mail Center and Receiving Services is to insure that all outgoing mail be metered and placed with the U.S. Postal Service in a timely fashion and to process interagency mail as swiftly and as accurately as possible. The focus is to meet customers' needs while implementing cost savings.

ABOUT US

The Nebraska State Office Building (NSOB) Mail Center in conjunction with AS Printing Services currently processes over \$280,000 in U.S. postage each month. The Mail Center also processes on average over \$5,000 a week in UPS postage.

Mail Center staff are trained to operate all automated equipment and to provide customer service to all State Agencies.



In addition to the Mail Center found in the NSOB, there is another mail center located on the first floor of the State Capitol Building. The Mail Center oversees two shipping/receiving operations located in the NSOB and the State Capitol Building as well as three mail courier routes which daily service State Agencies located within the Lincoln area.

Additionally, AS Printing Services has a very active mailing operation that specializes in various types of large mailings. This operation can be found in the lower level of 501 S. 14th Street in Lincoln.

ADMINISTRATION

Bo Botelho, Administrator, Materiel Division
Craig Van Slyke, Central Mail / AS Printing Services Manager
John Barron, Central Mail Services Supervisor

CONTACT INFORMATION

Craig Van Slyke, Central Mail/ Printing Services Manager
402-471-2215
craig.vanslyke@nebraska.gov

John Barron, Central Mail Services Supervisor
402-471-2293
Cell phone: 402-480-2294
john.barron@nebraska.gov

NSOB Mail Center
402-471-6659
Asmat.MAILCENTER@nebraska.gov

NSOB Receiving Operation
402-471-4586
ASMAT.dock@nebraska.gov

CAPITOL Mail Center
402-471-3770
as.materielcapitolcopyservices@nebraska.gov

CAPITOL Receiving Operation
402-471-3542
amat.capitoldock@nebraska.gov

AS PRINTING SERVICES/ Mailing Operation
402-471-2826
paula.berg@nebraska.gov

MAIL CENTER LOCATIONS & HOURS OF OPERATION:

NSOB MAIL CENTER:

Nebraska State Office Building
301 Centennial Mall South, 1st Floor
402-471-6659
Service Hours: 8:00 AM- 5:00 PM

Mail Guarantee Cutoff Times:

- Registered Mail: 1:00 PM
- USPS International Mail requiring customs forms: 1:30 PM
- Certified Mail, USPS Express mail: 2:00 PM
- Regular US Postal Mail, Flats, Presort Flats, Letters, Presort Letters, Parcels, Priority, UPS: 3:00 PM

Priority or Same-Day Mail must be separated and identified upon delivery to the Mail Center. Mail accepted after the cutoff times is not guaranteed to go out the same day.

(At present, the State of Nebraska does not have a contract with Federal Express. There is a Federal Express drop box located by the first floor freight elevator outside of the Mail Center in the NSOB. State couriers will not pick up any outgoing Federal Express items from State Agencies. Agencies requiring Federal Express services will need to call Federal Express to schedule a pickup.)

Additional NSOB Mail Drop Locations are available on floors 2 through 6. Final pickup time at Mail Drop Locations is 3:30 PM. Any overnight mail or other sensitive items should not be left in these Mail Drop Locations but should be delivered in person to the first floor Mail Center.

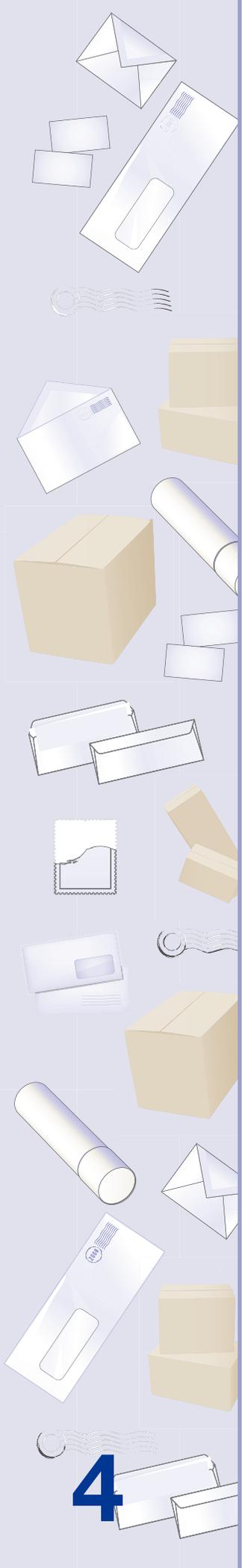
CAPITOL MAIL CENTER:

State Capitol Building, 1st Floor
Mail/Copy Center, Room 1419
Service Hours: 8:00 AM – 5:00 PM

Mail Guarantee Cutoff Times:

- Registered Mail, International USPS mail requiring a customs form: 10:00 AM
- USPS Express Mail: 2:00 PM
- USPS Certified Mail, UPS Overnight packages, UPS Ground packages, Presort Letters, Presort Flats: 3:45 PM
- Full rate letters, full rate flats, other USPS classes: 4:30 PM

Priority or Same-Day Mail must be separated and identified upon delivery to the Capitol Mail Center. Mail accepted after the cutoff times is not guaranteed to go out the same day.



RECEIVING SERVICES State Capitol Building:

Service Hours: 7:00 AM – 3: 30 PM

RECEIVING SERVICES Nebraska State Office Building (NSOB)/Lincoln:

Service Hours: 8:00 AM – 5:00 PM

Questions

If you have any questions about the type of services and the cutoff times, please call the Mail Center, at 402-471-6659.

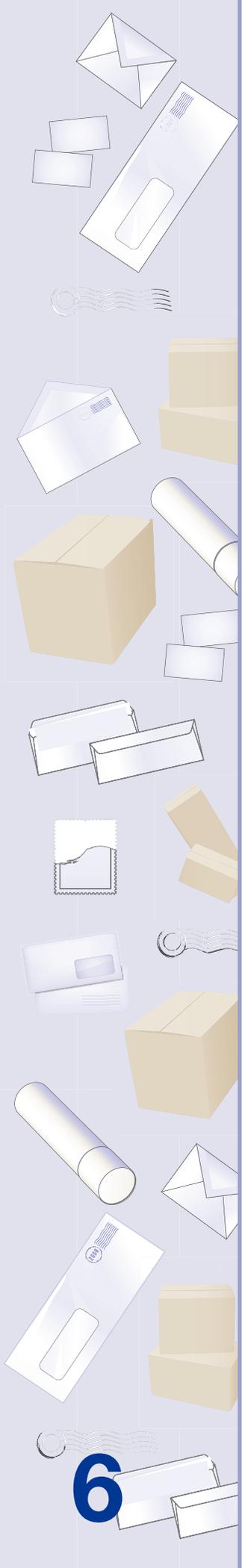
Standard Services

MAILING & SHIPPING SERVICES AVAILABLE:

- Presort First Class Mail (Discounted Rate)
- First Class, Full Rate
- Priority Mail
- Post Cards
- Certified
- Registered
- Certificate of Mailing
- Signature Confirmation
- United Parcel Service (UPS):
- Overnight, Overnight Early AM, Overnight Saver, 2nd Day Air, 3 Day Select, Ground, International
- US Postal Service International
- Standard (Bulk) Mailing
- Library Rate
- Media Mail
- US Postal Services Express Mail
- Ink Jetting (Printing Services)
- Inserting (Printing Services)

SIX DIGIT ACCOUNT NUMBERS (MAILING CODES):

Items to be processed in the Mail Center MUST have an approved, designated Six Digit Account Number (otherwise known as a Mailing or Billing Code). This number should appear on each mail piece, preferably underneath the return address. This number is used to bill the proper Agency (or Agency Division) for the postage required to process each individual piece of mail.



PRESORTED FIRST CLASS MAIL:

WHAT IS IT? First Class Mail presorted to qualify for a contracted discount rate.

PRESORT LETTERS:

- Maximum weight: 3.5 oz. or less
- Letter sized envelopes must be no larger than 11 ½" long x 6 1/8" high x 1/4" thick
- Recipient Address **MUST** be typed (cannot be handwritten)
- Bar code area must be clear for automation
- Must have zip code
- Unsealed mail should be prepared with flaps over one another (nesting)
- Unsealed mail and sealed mail should be bundled separately
- Mail will be returned to sender if undeliverable address
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



PRESORT FLATS (LARGE ENVELOPES):

- Maximum weight: 13 oz. or less
- Large envelopes (flats) must be no larger than 15" long x 12" high x 3/4" thick
- Recipient Address can be EITHER typed or handwritten
- Must have zip code
- Bottom of envelope must be clear for automation
- All flats **MUST** be sealed; do not rely on clasps to seal larger envelopes. Clasps need to be taped over in order to run through mail processors
- Mail will be returned to sender if undeliverable address
- Oversized envelopes and/or packages weighing **OVER 13 oz.** will be sent **BEST WAY**
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



FIRST CLASS MAIL (FULL RATE):

WHAT IS IT? First Class Mail not sorted, thus not qualifying for a presort discount:

- Envelope size will dictate the method of shipping. In order to save on postage use the proper sized envelope whenever possible.
- Letters do not need to be sealed.
- Unsealed mail should be prepared with flaps over one another (nesting).
- Unsealed mail and sealed mail should be bundled separately.
- A Parcel is a mail piece that cannot be ran through the mail processers because of irregular shape, bulkiness, or the length being greater than 15 inches. If a mail piece weighs 13 oz. or less it qualifies as a First Class Parcel. A mail piece weighing over 13 oz. will be sent BEST WAY (Most Economical) unless marked First Class.
- Maximum weight for First Class Mail is 70 pounds.
- Larger mailing envelopes (flats) **MUST BE SEALED.**
- Do not rely on clasps to seal manila/ flat envelopes.
- Clasps need to be taped over.
- Mail will be forwarded for one year if recipient has completed change of address card.
- Mail will be returned to sender if undeliverable address.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



PRIORITY MAIL:

WHAT IS IT? First Class Mail weighing over 13 oz. but not exceeding 70 lbs

- Any mail weighing over 13 oz. is automatically classified as Priority Mail but Priority Mail is also a mail class that can be consciously chosen
- Any mail weighing 13 oz. or less may be sent Priority Mail at sender's discretion
- Use Priority Mail for out of state deliveries when quicker service is desired (1-3 days)
- Priority Mail offers flat rates for both envelopes and parcels
- Priority Mail envelopes are available in the Mail Center and at any U. S. Post Office

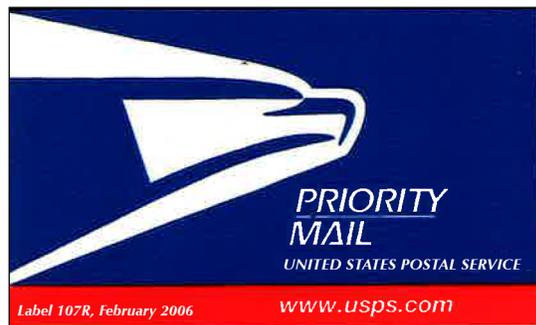


Figure 1. Priority Mail Logo.

POST CARDS:

- Separate post cards from other mail and band together
- Maximum size: 6" long x 4 ¼" high x 0.016" thick
- Minimum size (Domestic): 5" long x 3 ½" high x 0.007" thick
- Minimum size (International): 5 ½" long x 3 ½" high x 0.007" thick
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



CERTIFIED MAIL:

- Certified Mail is First Class Accountable Mail that provides a delivery confirmation number. Certified Mail delivery records are maintained at the recipient's post office for two years. Certified Mail cannot be sent outside of the United States.
- Certified Mail requires a numbered label and receipt. Along with the confirmation number on the label is an identically numbered Certified Mail Receipt that can be, if the sender chooses, stamped and returned to the sender as proof that the mail piece was accepted by the U.S. Postal Service. If the sender does not desire to have the receipt returned, it can be discarded at the time of preparation. If filled out, this receipt should have the recipient information on it as well as the six digit account number. When mail is processed the total cost will be recorded on the receipt. A "firm" book (or logbook), available at the NSOB Mail Center, can be used for the same purpose. Attach the Certified Mail Label and Receipt on the front of mail piece, at the top directly to the right of the return address.

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i>	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage \$	Postmark Here
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees \$	
Sent To	
Street, Apt. No., or PO Box No.	
City, State, ZIP+4	
PS Form 3800, August 2006 See Reverse for Instructions	

Certified Mail Provides:

- A mailing receipt
- A unique identifier for your mailpiece
- A record of delivery kept by the Postal Service for two years

Important Reminders:

- Certified Mail may **ONLY** be combined with First-Class Mail® or Priority Mail®.
- Certified Mail is **not** available for any class of international mail.
- **NO INSURANCE COVERAGE IS PROVIDED with Certified Mail.** For valuables, please consider Insured or Registered Mail.
- For an additional fee, a *Return Receipt* may be requested to provide proof of delivery. To obtain Return Receipt service, please complete and attach a Return Receipt (PS Form 3811) to the article and add applicable postage to cover the fee. Endorse mailpiece "Return Receipt Requested". To receive a fee waiver for a duplicate return receipt, a USPS® postmark on your Certified Mail receipt is required.
- For an additional fee, delivery may be restricted to the addressee or addressee's authorized agent. Advise the clerk or mark the mailpiece with the endorsement "Restricted Delivery".
- If a postmark on the Certified Mail receipt is desired, please present the article at the post office for postmarking. If a postmark on the Certified Mail receipt is not needed, detach and affix label with postage and mail.

IMPORTANT: Save this receipt and present it when making an inquiry.
PS Form 3800, August 2006 (Reverse) PSN 7530-02-000-9047

Figure 2. Certified Mail Receipt (Front and Back).

CRAIG VAN SLYKE PRINTING SERVICES 501 S. 14TH LINCOLN NE 68508	CERTIFIED MAIL™  7012 2920 0000 3347 8633
	JOHN BARRON MAIL CENTER NSOB 301 CENTENNIAL MALLS. LINCOLN NE 68509

Figure 3. Certified Mail Label and Receipt Properly Affixed to a No. 10 Envelope.

- For an additional fee, a Return Receipt can be attached to a Certified Mail item. This provides proof of delivery with a recipient signature. The Return Receipt should be filled out by the sender on both sides. The side with the sender's address should be attached face down on the back of the mail piece. On the side facing up, box #1 requires the destination address. Box #2 requires the Certified Mail number. At the top of the Certified Mail Receipt is a numbered label which can be pulled off and attached in box #2. Box #3 describes the service type desired, which in this case would require checking "Certified Mail."
- Restricted Delivery means that ONLY the addressee can sign for the mail piece. This is a good choice when you need to protect the privacy of your shipment. If you desire Restricted Delivery check "yes" in box #4. Please note there is an additional fee for Restricted Delivery.
- Certified Mail can also be insured (for an additional fee) with the use of an Insured Mail Receipt.
- Large Certified mailings (75 pieces and up) with firm books will not be processed the same day they are received unless they arrive early in the day. It takes a significant amount of time to process a large certified mailing properly and the busiest time of the day in the Mail Center is in the afternoon.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

Figure 4. Domestic Return Receipt Front Side.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ 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 (Printed Name) 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>3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p>
<p>2. Article Number (Transfer from service label)</p>	<p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540</p>	

Figure 5. Domestic Return Receipt Back Side.

REGISTERED MAIL:

- Registered Mail is the most secure mail service the Postal Service offers. It incorporates a system of receipts to monitor registered articles from the point of acceptance to delivery.
- Registered Mail can be sent outside of the United States.
- A red Registered Mail numbered label must be attached to top center of a mail piece.



Figure 6. Registered Mail Label.

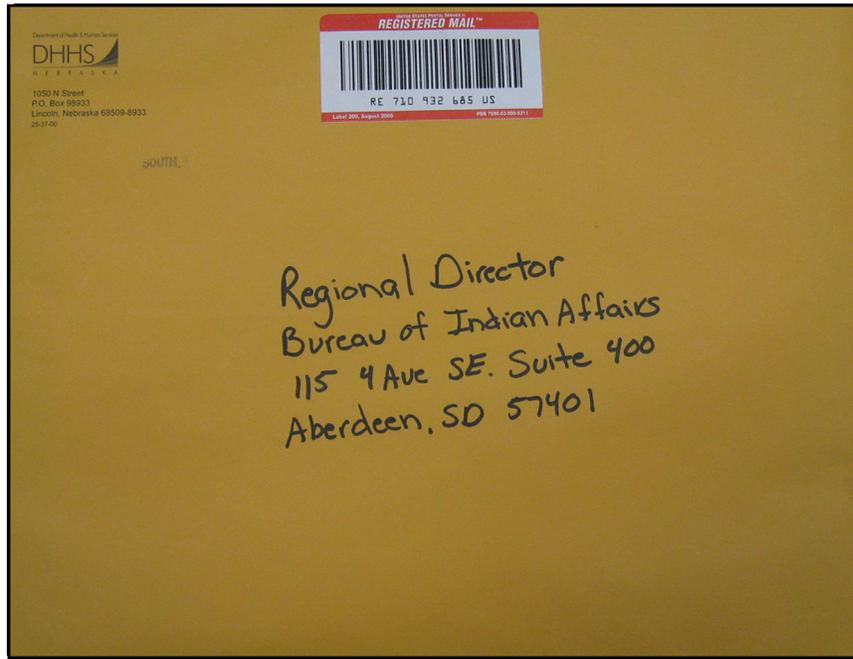
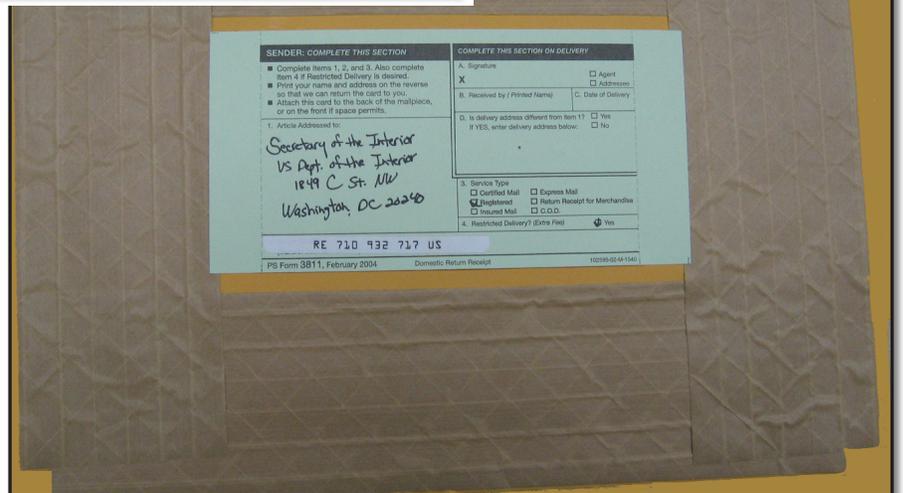


Figure 7. Registered Mail Label Properly Affixed to an Envelope.

Figure 8. Properly Taped Registered Mail Piece.

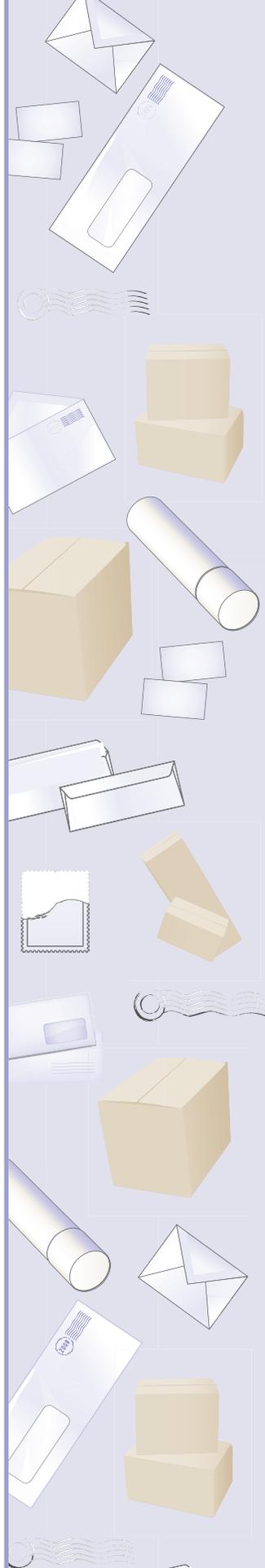


- Either a firm book or a Registered Mail form (shown below) **MUST** be used to record the transaction. If a firm book is used, carbon paper must be put behind the page written upon to insure the sender will have a copy, the Postal Service will keep the original. When using a firm book, the sender's return address must be written in the upper left hand corner of each page. If using Registered Mail forms rather than a firm book, each piece of mail must have its own form.

Registered No.		Date Stamp
To Be Completed By Post Office	Reg. Fee	
	Handling Charge	Return Receipt
	Postage	Restricted Delivery
	Received by	
Customer Must Declare Full Value \$		Domestic Insurance up to \$25,000 is included based upon the declared value. International Indemnity is limited. (See Reverse).
OFFICIAL USE		
To Be Completed By Customer (Please Print) All Entries Must Be in Ballpoint or Typed	FROM	
	TO	
PS Form 3806, Receipt for Registered Mail Copy 1 - Customer May 2007 (7530-02-000-9051) (See Information on Reverse) For domestic delivery information, visit our website at www.usps.com ®		

Figure 9. Registered Mail Form.

- Postage insurance may be purchased for Domestic articles up to \$25,000. Insurance for Registered International packages is limited.
- All seams and open edges of mail piece **MUST** be covered by paper filament tape **ONLY**.
- Return Receipt and Restricted Delivery Services are available for additional fees. For international mail, a pink International Return Receipt must be used. For domestic mail, a green Return Receipt (the same used for Certified Mail) should be used. Added security may delay delivery by 24-48 hours.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



CERTIFICATE OF MAILING:

- Certificate of Mailing is an accountable mail service that provides evidence of mailing **ONLY**. It does not provide a record of delivery. It is less expensive than Certified or Registered mail and proves that your mail was accepted by the U. S. Postal Service.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



INSURED MAIL:

- Protect your mail against loss or damage with insurance.
- Several options are available for adding security to sent articles.
- Whether sending software, DVDs or CDs, obtaining insurance provides security.
- Insure the package only for what its contents are worth; the mail item is insured for the actual value at the time and place of mailing.
- Two Convenient Ways to Purchase Insurance:
 - 1.) Insurance purchased online – Provides coverage up to \$200
 - 2.) Insurance purchased at the Post Office – Provides coverage up to \$5,000.
- For items of greater value, use Registered Mail, which can provide coverage up to \$25,000.
- There are two different forms that can be used to purchase Insurance, one for coverage under \$200 and one for coverage over \$200.
- Insurance is available for First Class Parcels, Priority Mail, Media Mail, as well as Library Mail.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



1307 1300 0000 5008 4402 United States Postal Service® INSURED MAIL - DOMESTIC ONLY	 1307 1300 0000 5008 4402 1307 1300 0000 5008 4402	NOTE: To file a claim for damage or loss of contents, the article, container, and packaging must be presented.	U.S. Postal Service® INSURED MAIL RECEIPT DOMESTIC ONLY \$200 and under
OFFICIAL USE			
Postage \$		<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous	
Insurance Fee		Insurance Coverage:	
Special Handling Fee			Postmark Here
Total Postage & Fees	\$		
Sent to:			
Street, Apt. No., or PO Box No.			
City, State, ZIP+4®			
PS Form 3813, May 2007		See Reverse for Instructions	

Figure 10. Insured Mail Receipt Form for Under \$200.

U.S. Postal Service®
INSURED MAIL RECEIPT

DOMESTIC ONLY
Over \$200

OFFICIAL USE

Postage \$	<input type="checkbox"/> Fragile	<input type="checkbox"/> Perishable
Insurance Fee	<input type="checkbox"/> Liquid	<input type="checkbox"/> Hazardous
Restricted Delivery Fee (endorsement required)	Insurance Coverage:	
Special Handling Fee	Postmark Here	
Return Receipt Fee (endorsement required)		
Total Postage & Fees \$		

Sent to:
Street, Apt. No., or PO Box No.
City, State, ZIP+4®

PS Form 3813-P, May 2007 See Reverse for Instructions

Figure 11. Insured Mail Receipt Form for Over \$200.

SIGNATURE CONFIRMATION:

- Signature confirmation provides added of security by requiring a signature from the person who accepts the package.
- If the mail item is important, a sender may wish to be sure that it not only reaches the right address, but the right hands as well. Signature Confirmation provides confirmation of delivery, including date, time, and location. Confirmation can be obtained by either calling the Postal Service or by checking USPS.com – “Track and Confirm.”
- Signature Confirmation is available with First Class Parcels and Priority Mail.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



United States Postal Service®
SIGNATURE CONFIRMATION™

2309 3620 0000 0990 2177

SIGNATURE CONFIRMATION NUMBER:
2309 3620 0000 0990 2177

U.S. Postal Service™ Signature Confirmation™ Receipt

Postage and Signature Confirmation fees must be paid before mailing.

Article Sent To: (To be completed by mailer)

(Please Print Clearly)

Postmark Here

POSTAL CUSTOMER:
Keep this receipt. For Inquiries:
Access internet web site at www.usps.com®
or call 1-800-222-1811

CHECK ONE (POSTAL USE ONLY)

Priority Mail™ Service
 First-Class Mail® parcel
 Package Services parcel

PS Form 153, January 2005 (See Reverse)

Figure 12. Signature Confirmation Receipt.

USPS TRACKING:

- USPS Tracking allows the progress of mail to be viewed online and confirms when delivered.
- USPS Tracking can be used with 1st Class Parcels, Priority Mail, and Priority Mail Express at no extra charge. It can be used with Media Mail and Library Mail for an additional charge.
- Each package receives a label with a unique tracking number which can be easily monitored by logging onto USPS.com - "Track and Confirm."



Figure 13. USPS Tracking Label & Customer Receipt.

INTERNATIONAL MAIL (US POSTAL SERVICE):

- Customs requires additional forms for all International Mail EXCEPT for letters and large envelopes (flats) weighing under 16 oz. and containing only documents.
- Separate all International Mail from Domestic Mail.
- Mark such mail as "International Mail."
- Provide a detailed list of contents and value on forms.
- If mail piece weighs 16 oz. up to 4 pounds, exceeds 3/4" in thickness, or contains durable goods; use PS Form 2976.

Figure 14. International Mail – USPS Customs Declaration – CN22 – PS Form 2976.

- If mail piece weighs more than 4 pounds use PS Form 2976-A.

United States Postal Service®
Customs Declaration and Dispatch Note — CP 72

IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Sender's Copy.

FROM: Sender's Last Name First MI Insured Amount (US \$) SDR Value
 Business Insurance Fees (US \$) Total Postage/Fees (US \$)
 Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB.)
 City State ZIP+4®
 Telephone/Fax or Email
 TO: Addressee's Last Name First MI
 Business
 Address (Number, street, suite, apt., P.O. Box, etc.)
 Postcode City
 State/Province Country
 1. Detailed Description of Contents (enter one item per line) 2. Qty. 3. Lbs. Oz. 4. Value (U.S. \$)
 5. Check All That Apply: Gift Returned Goods Dangerous Goods Documents Commercial Sample Merchandise Humanitarian Donation Other
 6. Other Restrictions: (pertains to No. 11) Quarantine Sanitary or Phytosanitary Inspection
 7. Total Gross Wt: (all items Lbs. & Ozs.) 8. Total Value US \$ (all items)
 9. If non-deliverable: Treat as Abandoned Return to Sender Redirect to Address Below
 10. AES/ITN/Exemption 11. Restrictions: Sanitary or Phytosanitary Inspection
 12. I certify the particulars given in this customs declaration are correct. This item does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations. Sender's Signature and Date Month Day Year
 13. Sender's Customs Reference (If any)
 14. Importer's Reference - Optional (If any)
 15. Importer's Contact (select one) telephone Fax Email
 16. License No.
 17. Certificate No.
 18. Invoice No.
 19. HS Tariff Number For Commercial Senders Only
 20. Country of Origin of Goods
 PS Form 2976-A, September 2012 PSN 7530-01-000-9834 Do not duplicate this form without USPS® approval. 1 - Customs Declaration

Figure 15. International Mail – USPS Customs Declaration and Dispatch Note – CP27 – PS Form 2976A.

- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



STANDARD (BULK) MAIL:

- Standard (Bulk) Mail consists of a minimum of 200 pieces or 50 pounds
- Each piece must weigh less than 16 ounces
- Content must be identical for each piece
- Weight must be identical for each piece
- Postcards, letters, and flats are all eligible for standard mail
- Postcards: Minimum dimension: 3½" x 5"
- Envelopes: Maximum dimension: 6⅛" x 11 ½" x ¼" thick
- Folded self-mailers: Maximum dimension: 6" x 10½"
- Flats: Maximum dimension: 15" long x 12" high x ¾" thick
- For information on USPS folding requirements, in order to receive the best postage rates, contact Administrative Services Printing Services at 402-471-2826
- Must have correct zip code or zip + 4 code
- Presorted Standard Mail CANNOT be sent to foreign countries
- PREPARATION: Each piece must be stamped or preprinted with the permit imprint stamp

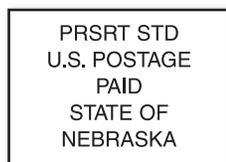
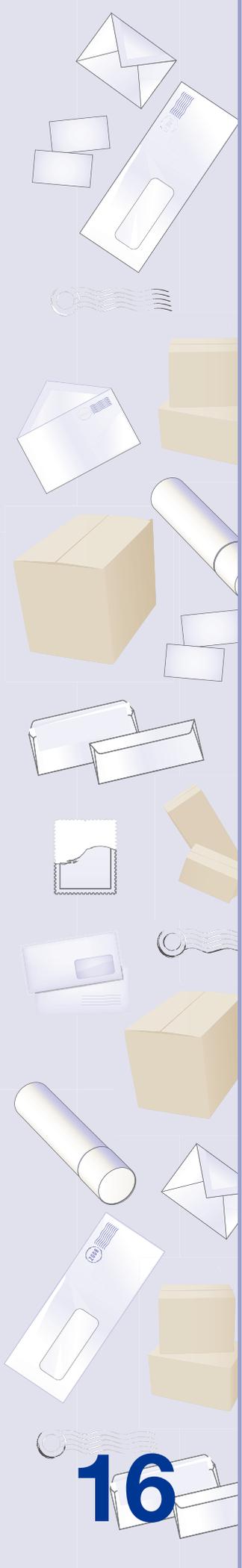


Figure 16. State of Nebraska's Bulk Mail Permit Imprint Stamp.

- 
- Mail should be sorted by first three digits of zip code prior to Mail Center processing
 - All flats **MUST** be sealed
 - All envelopes **SHOULD** be sealed
 - “Move Update Method” must be identified before mailing. (The term “Move Update Method” means: How do you update your mailing list? How do you keep addresses current? Do you use an NCOA link? Do you use ancillary service endorsements? Do you use an alternative method?)
 - Have an accurate piece count when you bring your mailing to the Mail Center.
 - Six Digit Account Number **NOT** required on Each Piece
 - Training on Standard Bulk Mail is available upon request. For questions or more information contact:

Angela Angel: 402-471-3770

Paula Berg: 402-471-1800

John Barron: 402-471-2293

ANCILLARY SERVICE ENDORSEMENTS

Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: “Electronic,” “Address,” “Return,” “Change,” or “Forwarding,” followed by “Service Requested.” Endorsements are the same for all classes of mail, but 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, returning, and separate address notifications.

Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, the service requested might not be received. 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). Mailers using Intelligent Mail barcodes may encode ancillary service requests into mailpiece barcodes, but must also include a printed endorsement on Standard mail pieces.

An endorsement must be printed in a font type 8-point or larger, and must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a 1/4-inch empty space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address. (See Figure 17)

First Class mail without an endorsement will be either forwarded at no cost, or sent back to the sender at no cost if forwarding is not possible. Standard mail without an endorsement will be disposed of. Media Mail and Library Mail without an endorsement will be forwarded as postage due to the addressee; if refused or returned, sender pays postage at single-piece price.

Ancillary service endorsements must be printed and appear on the proper place on the mail piece.

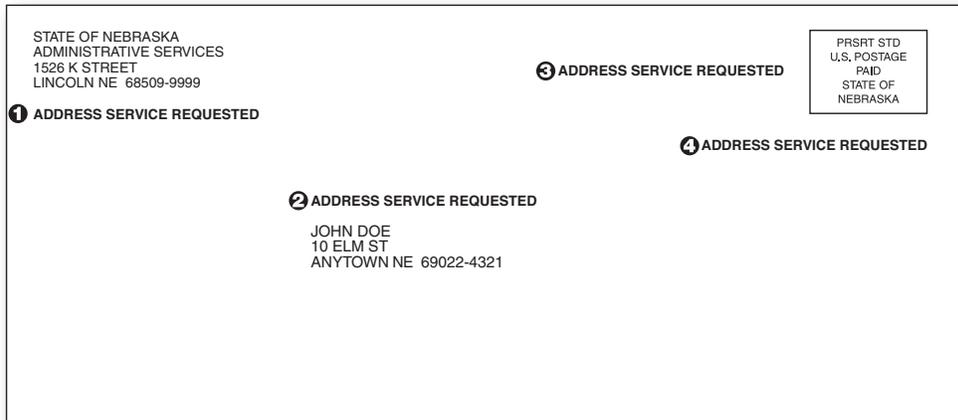


Figure 17. An example of #10 Envelope showing four possible positions for endorsements.

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 non-address 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; or
4. Directly below the postage area and below any price marking.

MAILER ENDORSEMENT AND USPS ACTION	PRIORITY MAIL AND FIRST-CLASS MAIL	STANDARD MAIL/PARCEL SELECT LIGHTWEIGHT	STANDARD POST/PACKAGE SERVICES/PARCEL SELECT
Electronic Service Requested¹	See DMM 507.1.5.1 for more information.	See DMM 507.1.5.3 for more information.	See DMM 507.1.5.4 for more information.
Address Service Requested² <i>(Except for Shipper Paid Forwarding participants-see DMM 507.1.5.4)</i> <i>Forwarding and return. New separate address notification provided.</i>			
Months 1 through 12: mailpiece forwarded; notice of new address provided, address correction fee charged.	Forwarded at no charge.	Forwarded at no charge.	Forwarded as postage due. ³
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ⁴	Return postage charged at appropriate single-piece price. ³

(Continued on next page)

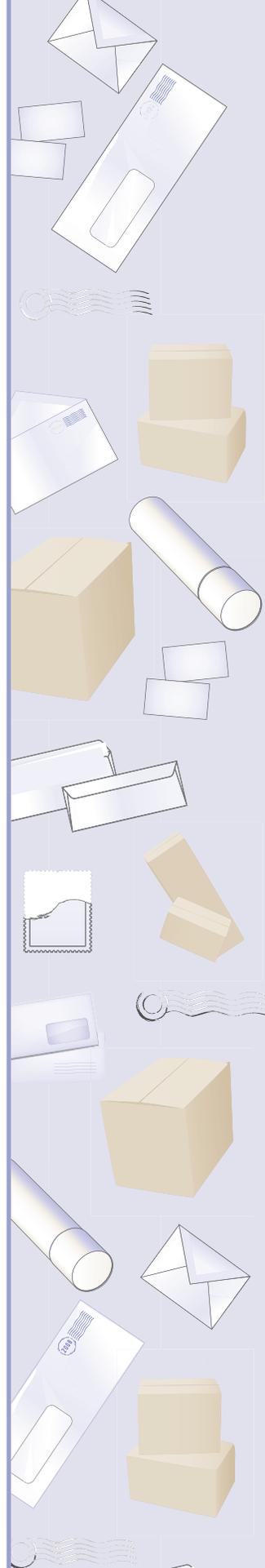
MAILER ENDORSEMENT AND USPS ACTION	PRIORITY MAIL AND FIRST-CLASS MAIL	STANDARD MAIL/PARCEL SELECT LIGHTWEIGHT	STANDARD POST/PACKAGE SERVICES/PARCEL SELECT
Address Service Requested²(Cont'd)			
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ²	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece price. ³
Return Service Requested			
<i>No forwarding, only return. New address notification provided.</i>			
Mailpiece 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. ³
Change Service Requested^{1,5}			
<i>(Except for Shipper Paid Forwarding participants.)</i>			
<i>No forwarding or return. New address notification provided.</i>			
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.			
Forwarding Service Requested⁶			
<i>Forwarding and return. New address notification provided only with return.</i>			
Months 1 through 12: mailpiece forwarded.	Forwarded at no charge	Forwarded at no charge.	Forwarded as postage due at appropriate single-piece price. ³ Except Bound Printed Matter (without Delivery or Signature Confirmation) disposed of by USPS.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ²	Return postage charged at appropriate single-piece price. ³

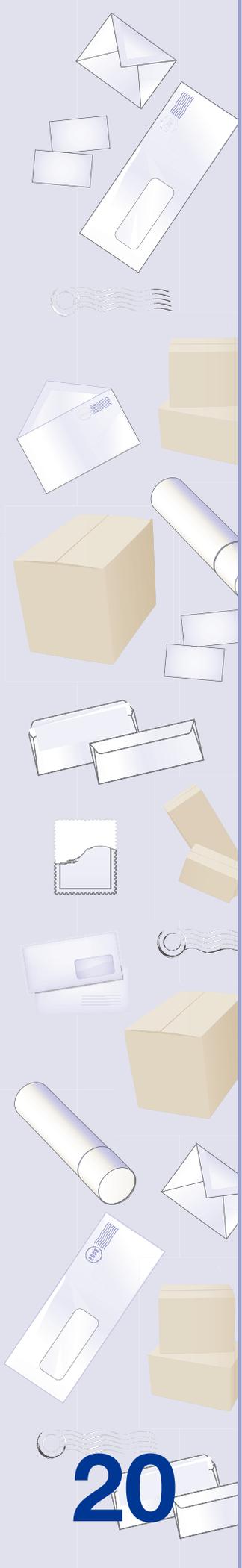
(Continued on next page)

MAILER ENDORSEMENT AND USPS ACTION	PRIORITY MAIL AND FIRST-CLASS MAIL	STANDARD MAIL/PARCEL SELECT LIGHTWEIGHT	STANDARD POST/PACKAGE SERVICES/PARCEL SELECT
Forwarding Service Requested⁶ (Cont'd)			
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ²	Return postage charged at appropriate single-piece price. ³
Temp—Return Service Requested			
Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
No Endorsement			
<i>UAA handled by class of mail.</i>	Same as USPS action for “Forwarding Service Requested.”	Mailpiece disposed of by USPS.	Same treatment as “Forwarding Service Requested.” Standard Post, Media Mail and Library Mail forwarded as postage due to the addressee. If refused or being returned, mailer pays postage at the appropriate single-piece price ³ (507.1.5.4).

Footnotes to Ancillary Mail

1. Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.
2. For Address Change Service with First-Class Mail and Priority Mail, see 507.1.5.1, for ACS with Standard Mail see 507.1.5.3a.
3. Standard Post, Media Mail or Library Mail pieces are charged at the single-piece price for the class of mail. Parcel Select pieces are charged the Parcel Select Nonpresort price plus the additional service fee. See Notice 123—Price List. (DMM Exhibit 507.1.5.4)
4. Weighted fee is the appropriate single-piece First-Class Mail or Priority Mail price for the piece plus the nonmachinable surcharge if it applies (101.1.2), multiplied by 2.472 and rounded up to the next whole cent. For letter-size weighted fee prices, see 243.1.5.2.
5. For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement “Perishable.” USPS Tracking and Signature Confirmation are the only two special services permitted with this endorsement.
6. Does not meet Move Update Requirement.





MEDIA MAIL:

- Must weigh 5.2 oz. or more
- Must contain a minimum of 8 pages
- Books, Reading Matter, Scholarly Matter
- 16 Millimeter or narrower films
- Printed Music, bound or unbound
- Sound recordings
- Printed test materials
- Play scripts, Manuscripts
- Printed educational charts
- Loose-leaf pages and binders consisting of medical information for doctors, hospitals, medical schools, and students
- Computer readable media
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



LIBRARY MAIL:

- For items on loan from or mailed between schools:
 - Colleges – Universities – Public Libraries – Zoos – Research Institutions
 - Agricultural / Veterans / Non Profit Organizations
- Books / Reading matter
- Educational and research material

PRINTING SERVICES MAILING OPERATION:

Lower Level - 501 South 14th Street, Lincoln, Nebraska

Craig Van Slyke, Printing Services Manager
(402) 471-2215

Steve Kellogg, Printing Services Coordinator
(402) 471-8787

- Printing Services Mail Operation specializes in processing large mailings from the preparation stage all the way to delivery to the Post Office.
- Printing Services can help design a mail piece for the best possible postal rate.
- Printing Services can also help with proper envelope design to use Business Reply Mail.
- Printing Services handles many types of mail including Standard (Bulk) Mail, First Class, Pre-sorted First Class, Permit Imprints (Indicia).
- Printing Services offers ink jet addressing and variable print digital addressing.
- For more individualized print and mail projects, specific information (names, addresses, I.D. numbers, etc.) can be incorporated into letters, postcards, license renewals, etc. to personalize each piece for a particular person or group.

Small Package Services

UNITED PARCEL SERVICE (UPS)

UPS provides both ground and air shipping services for letters and packages.

- Free Supplies (air only)
- Next Day Air Services
- 2nd Day Air
- 3 Day Select
- Ground Service – Commercial or Residential
- 100 Wt. Service
- 100 Wt. Multi Shipments
- International Shipping
- CampusShip

All packages are covered by \$100 insurance (pending inspection). Additional insurance may be purchased for a fee.

All UPS Shipments have guaranteed “Time & Transit,” meaning if a package does not arrive in the guaranteed time, UPS will refund the cost of the shipment. This guarantee does not extend to “Adverse Weather Conditions” as well as conditions viewed by UPS as “beyond their control.”

Many addresses in Nebraska (especially the Central and Eastern areas) are covered by a 1-day UPS Ground Guarantee. Before choosing one of the more expensive Next Day Air Services for a package that needs to reach its destination the following day, consider UPS Ground. Check with Mail Center staff for more information.

NEXT DAY AIR SERVICES:

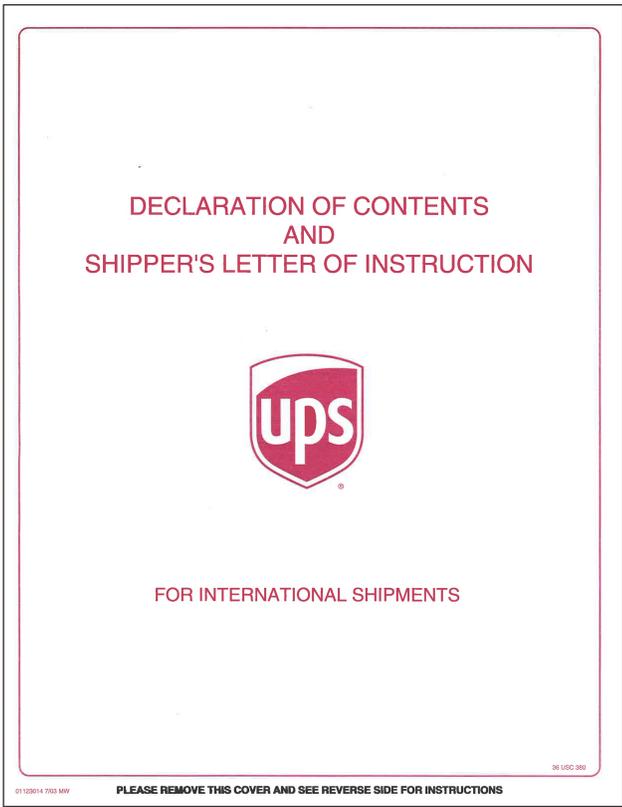
The determining factor for which service level to use is the time of day a shipment should arrive:

- Next Day Early AM Delivery (most expensive) -Package will arrive at its destination at the start of the next business day.
- Next Day Air (less expensive) – Package will arrive at its destination around 10:30AM the next business day.
- Next Day Air Saver (least expensive) – Package guaranteed to arrive by end of next business day.

Figure 18. UPS Next day Air Form.

Note – Next Day Air Services are only guaranteed for the next BUSINESS DAY. If a package is sent on Friday it will not arrive at its destination until the following Monday unless SATURDAY DELIVERY is specified. SATURDAY DELIVERY entails an extra charge and is not available for every location.

- Extra services such as COD, Third Party Billing, Insured, Next Day Air, Saturday Delivery, etc. must be noted when handing over the package to the Mail Center for processing.
- Maximum weight: 150 pounds per package.
- Maximum size: 130" length and girth combined.
- Maximum length: 108" per package.
- Return Services (package retrieval) available.
- UPS requires customs documents for international shipments (except letters containing only documents with no commercial value) as well as a special UPS international shipping form:



◀ Figure 19. UPS Declaration of Contents and Shippers Letter of Instruction.

PLEASE TYPE, SEE INSTRUCTIONS ON BACK		UPS Worldwide Services Waybill (non-negotiable)		 UPS Waybill Tracking No. H554 749 475 2	
1 SHIPPER'S UPS ACCOUNT NO. A SHIPPER'S EMPLOYER IDENTIFICATION NUMBER (E.I.R.) B		2 SERVICE LEVEL (Please check large "X" - Other may need with Retail. If the appropriate service code for freight quantities.) <input checked="" type="checkbox"/> EXPRESS PLUS 1+ <input type="checkbox"/> EXPRESS 1 <input type="checkbox"/> SAVER 1P <input type="checkbox"/> EXPEDITED 2 <input type="checkbox"/> STANDARD		SPECIAL INSTRUCTIONS <input type="checkbox"/> Saturday Delivery (Apply only to Priority Mail® and Priority Mail Express®) 7 U.S. SHIPPER'S EXPORT DECLARATION (S.E.D.) (S.E.D. is required when the value of any commodity is greater than \$500 U.S. or when an export license is required.) <input type="checkbox"/> Check here if S.E.D. is included with Report Documents. <input type="checkbox"/> Check your A.S.E. ID number if S.E.D. is electronically filed.	
3 NAME OF SENDER C TELEPHONE NO. (Very Important) D COMPANY NAME AND ADDRESS (include ZIP Code) E POSTAL CODE F COUNTRY G		SHIPMENT INFORMATION Mark "X" if All Packages Are Same Size & Weight <input type="checkbox"/> Mark "X" if Large Package Surcharge applies to lead package <input type="checkbox"/> Mark "X" if Additional Handling Charge applies to lead package <input type="checkbox"/> ENV <input type="checkbox"/> PAK <input type="checkbox"/> 10KG BOX <input type="checkbox"/> 25KG BOX <input type="checkbox"/> OTHER		Check here and complete section below if you want UPS to prepare an S.E.D. on your behalf: <input type="checkbox"/> HARMONIZED VARIETY CODE <input type="checkbox"/> ECKN (Export Commercial Code No.) LICENSE NUMBER & EXPIRATION DATE OR LICENSE EXCEPTION COUNTRY OF ULTIMATE DESTINATION	
4 RECEIVER'S UPS ACCOUNT NO. A RECEIVER'S IDENTIFICATION NO. FOR CUSTOMS PURPOSES (U.S. Importer's No., I.T.C. No., etc.) B NAME OF CONTACT PERSON C TELEPHONE NO. (Very Important) D COMPANY NAME AND ADDRESS (include Postal Code) E POSTAL CODE F COUNTRY G Residential Delivery <input type="checkbox"/>		8 BILL SHIPPING CHARGES TO: <input type="checkbox"/> SHIPPER (S) (Account No. in Section 1) <input type="checkbox"/> RECEIVER (R) (Account No. in Section 2) <input type="checkbox"/> THIRD PARTY (T) (Enter Account No. Below) <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK THIRD PARTY COMPANY NAME 9 ENTER THIRD PARTY'S UPS ACCOUNT NO. OR SHIPPER'S MAJOR CREDIT CARD NO. THIRD PARTY COUNTRY OR BANKRUPTCY DATE		9 DATE OF SHIPMENT SHIPPER'S SIGNATURE RECEIVED FOR UPS BY: DATE: TIME: SHIPPING CHARGES: (When applicable, use reverse side of Shipper's Copy to calculate charges. Record total here.)	
5 BILL DUTIES AND TAXES TO (DUTYABLE SHIPMENTS ONLY): <input type="checkbox"/> SHIPPER (S) (Account No. in Section 1) <input type="checkbox"/> RECEIVER (R) (Account No. in Section 2) <input type="checkbox"/> THIRD PARTY (T) (Enter Account No. Below) THIRD PARTY COMPANY NAME THIRD PARTY ACCOUNT NO. THIRD PARTY COUNTRY:		6 COUNTRY OF ORIGIN (MANUFACTURE) OF GOODS REFERENCE NO. 1 REFERENCE NO. 2		FOR INTERNATIONAL INFORMATION OR ASSISTANCE CALL 1-800-782-7855	

Figure 20. UPS Worldwide Service Waybill Form.

UPS CAMPUSHIP:

UPS CampusShip is a secure, web-based shipping system that enables agencies or specific employees who are spread across multiple campuses, large office buildings, or locations in other cities to ship documents, packages, and freight from any computer with internet access. CampusShip provides a flexible shipping solution without sacrificing the impressive WSCA-NASPO Contracted discount rates applied to UPS packages in the Mail Center.

For questions regarding CampusShip or to discuss if CampusShip is a good fit, please call the Mail Center.

U.S. POSTAL SERVICE PRIORITY MAIL EXPRESS:

- Domestic Mail delivered next day to most locations
- International Mail, average delivery time is 3 days
- (Check with Post Office for specific locations/delivery times)

Figure 21. USPS Express Mail Shipping Form.

- Sunday, holiday, and 10:30 AM scheduled delivery service available for a fee (Sunday delivery to major points only)
- Tracking information with USPS Tracking and up to \$100 in insurance coverage
- No surcharge for fuel, Saturday, residential or rural delivery
- Flat rate pricing available
- International Express Mail to 175 Countries
- Supplies available in the Mail Center or any U.S. Post Office
- Priority Mail Express items MUST be in the NSOB Mail Center no later than 3:00 PM in order to be processed the same day.

Interagency Mail

INTERAGENCY MAIL SERVICES:

- INTERAGENCY MAIL is defined as any piece of official State Government mail, package, or other item which goes from ONE state agency to ANOTHER, where no postage is required.
- Interagency Mail and Courier Services do NOT include transporting items (with the exception of small amounts of interoffice mail) from one branch of an agency to another branch of the SAME agency.
- Interagency Mail cannot be tracked and makes several stops for sorting before it reaches its final destination. Any piece of mail that is IRREPLACEABLE OR EXTREMELY TIME SENSITIVE should not be sent by Interagency Mail.
- Please separate Interagency Mail from regular mail.
- Use Interagency Mail envelopes (available through Office Supply Bureau). Envelope sizes #10, 10 X 13, 12 X 15½.

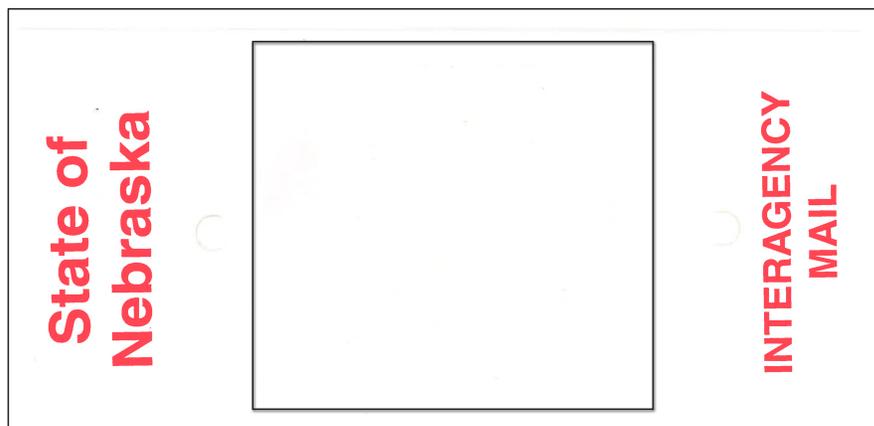


Figure 22. An Example of #10 Interagency Mail Envelope.

- Use Interoffice Insert Cards (available through Office Supply Bureau).

FROM:	Name _____
	Agency _____
	Building _____
TO:	Name _____
	Agency _____
	Building _____
ONLY USE THIS SIDE ONCE	

Figure 23. Interagency Mail Insert Card.

- For best results, fill out Insert Address Cards completely. Print or write clearly. Avoid Abbreviations or Acronyms if possible. Use full name, Agency, and Building.
- For large mailings, white #10 envelopes may be used provided each is clearly stamped or marked "INTERAGENCY."

MAIL RETURN FORM:

Whenever the Mail Center is unable to process a piece of mail, the mail piece will be returned by interagency mail with a Mail Return form attached. This Mail Return form may also be used for any other class of mail that cannot be processed by the Mail Center.

This mail is being returned to: _____ for the following reason(s):

_____ Envelope and/or contents damaged by mail processing equipment.

_____ Incomplete or inadequate address.

_____ Contents inserted into envelope improperly.

_____ Excessive postage was inadvertently applied to the piece.

_____ No mail code (six digit) _____ Invalid mail code

_____ Ineligible for Interagency mail delivery _____ Other

_____ No Return Address Comments: _____

_____ Mail Center Employee signature

Please correct the above problem(s) and return any used envelopes to the NSOB Mailcenter for postage credit. We apologize for any inconvenience this has caused, and appreciate your cooperation. If you have any questions, please call 471-6659.

Figure 24. Mail Return Form.

Other Services & Procedures

REQUEST TO RECALL MAIL:

Mail that has already been delivered to the Mail Center can be retrieved by completing a Request to Recall Mail form. Once a mail piece is processed, it becomes one among thousands, thus retrieval cannot be guaranteed.

Department of Administrative Services - Material Request for Recall from Mail Center		
Total number of pieces requested _____. Indicate the type of item being recalled:		
US Postal <input type="checkbox"/> Letter <input type="checkbox"/> Flat Envelope <input type="checkbox"/> Certified <input type="checkbox"/> Registered <input type="checkbox"/> Priority <input type="checkbox"/> Express Mail <input type="checkbox"/> Insured		
UPS <input type="checkbox"/> Envelope <input type="checkbox"/> Package/Box		
Federal Express <input type="checkbox"/> Envelope <input type="checkbox"/> Pak <input type="checkbox"/> Box		
Other <input type="checkbox"/> (Describe) _____		
Reason for Recall of Mail: _____		
Hour Mailed: _____	Date Mailed: _____	Where deposited: _____
Return Address and Address of Recall Item:		
Address: _____		
<input type="checkbox"/> Handwritten		
<input type="checkbox"/> Typed/Label		
<input type="checkbox"/> Other		
Name _____		
Street / PO Box _____		
Other _____		
City, State, ZIP _____		
Agency Billing Code (6 - digit) - - - -		Agency Name _____
Requestor's Name _____		Requestor's State ID No. _____
Requestor's Signature and Date _____		
Phone Number _____		
Were the items found? Yes No		
If no, indicate why. _____		
DAS Employee's Signature _____		

Figure 25. Request to Recall Mail Form.

Addressing Tips & Formatting

GENERAL FORMAT:

- CAPITALIZE everything in the address
- Use a two-letter abbreviation for states (See page 37)
- Use only accepted standard abbreviations for address (See page 38)
- Use zip + 4 codes (9 digit zip codes)
- Address should be MACHINE PRINTED
- The City, State, and Zip Code should appear on the same line
- If there isn't enough room, the zip can be placed alone on the bottom line. The desired delivery address should be on the line immediately above the City, State and Zip Code line.

POST OFFICE BOX ADDRESS & STREET ADDRESS TOGETHER:

- Mail addressed with both a post office box and a street address, will be delivered to the second line of the address.
- Zip Code or Zip + 4 MUST correspond with the bottom line address:

LOGO
STATE OF NEBRASKA
XYZ AGENCY
PO BOX 99999
LINCOLN, NE 68509-1234
SIX DIGIT AGENCY NO.

XYZ COMPANY
111 ANYWHERE STREET
PO BOX 123
ANYTOWN, NE 12345-6789

*In this exmple the Postal Service will deliver to the PO Box.
Use Zip Code or Zip + 4 for the PO Box NOT the Street Address.*

LINE SLANT:

- Care should be taken to ensure that the address is parallel with the bottom edge of the mail piece. (This is especially important if address labels are affixed to the mail piece.)
- Line slant relative to bottom edge should not exceed 5 degrees.

RETURN ADDRESS

- All outgoing mail must have a State Government return address identifying Agency Name, Street and/or Post Office Box, City, State, and Zip Code.
- SIX DIGIT AGENCY CODE (directly below return address)

LOGO PLACEMENT

- Agency logos and other items, which are not part of the delivery address, must be placed above the delivery address line.

PRINT QUALITY & COLOR

- Print must be clear and sharp, ensuring characters do not touch or overlap.
- Black ink on white background is most readable.
- Do not use reverse color printing (light characters on dark background).

ENVELOPES, REGULAR:

- Mail of any kind to be transported by the U.S. Postal Service should be sealed in an appropriate envelope or parcel.
- When sending more than six pieces of paper in an envelope, seal before delivering to Mail Center (Automated equipment will not automatically seal.)
- If Mail Center equipment cannot seal mail because the envelope is too full, it will be returned for manual sealing.
- Unsealed mail should be prepared with flaps over one another (nesting).
- Unsealed mail and sealed mail should be bundled separately.



Figure 27. Nested Mail.

- Mail with different Six Digit Account Numbers (mailing codes) should be bundled separately even if from same agency.
- Some items cannot be sent through the U.S. Postal Service. In addition to jamming and/or damaging mailing machinery, these items can potentially cause serious injury to Mail Center or U.S. Postal Service employees. Examples of items that cannot be mailed: Paperclips, glass chips, or sand. Furthermore, the Mail Center will not process hazardous or restricted materials such as explosives, flammable or combustible items, poisons, infectious substances, etc. For information on how to ship such items, contact the U.S. Postal Service.

ENVELOPE DIMENSIONS:

- Minimum size: 3 ½" x 5"
- Maximum size: 6 1/8" x 11 ½"
- Minimum thickness: 0.007"
- Maximum thickness: 0.2511 (1/4")
- Use white envelopes for best legibility. Avoid brilliant, deep colors.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED**



SPECIFIC FORMATS:

- Address Box Locations

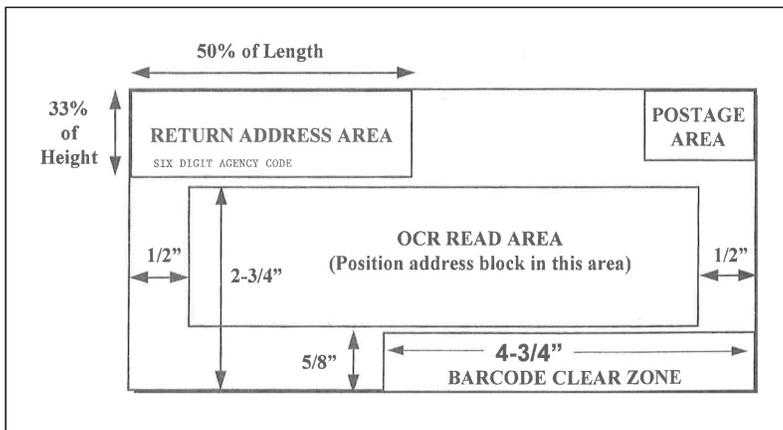
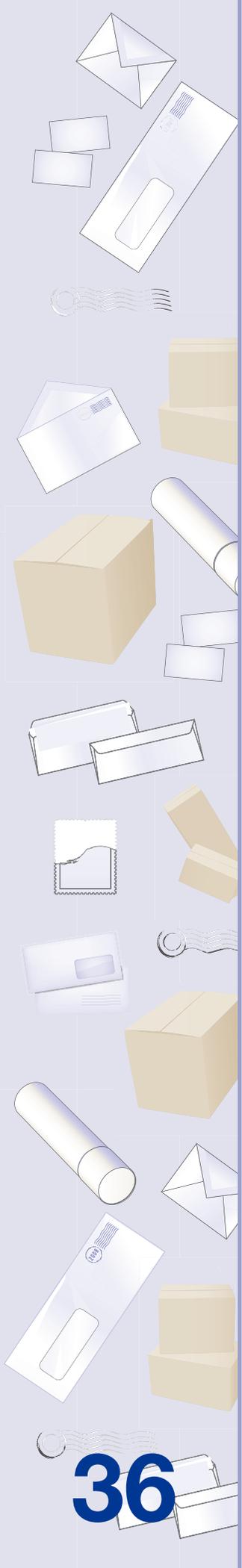


Figure 28. Address Block Location Dimensions.



Figure 29. Address Block Location for Domestic Mail.



LOGO
STATE OF NEBRASKA
XYZ AGENCY
PO BOX 99999
LINCOLN, NE 68509-1234
SIX DIGIT AGENCY NO.

INTERNATIONAL MAIL

XYZ COMPANY
ADDRESS LINE 1
ADDRESS LINE 1
COUNTRY

Figure 30. Address Block Location for International Mail.

WINDOW ENVELOPES:

- The entire address must be visible at all times
- Minimum size: 3 ½" x 5"
- Maximum size: 6 1/8" x 11 ½"
- Minimum thickness: 0.007"
- Maximum thickness: 0.2511" (1/4")
- Contents **MUST** be folded and/or inserted so the entire address is visible at all times.
- When sending more than six pieces of paper in an envelope, seal before delivering to the Mail Center. (Automated equipment will not automatically seal.)
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



FLATS:

- A "Flat" is the common term for an oversized envelope, larger than 6 1/8" X 11 ½" having maximum dimensions of 15" long x 12" high x ¾" thick. It must have a smooth rectangular surface, exhibit flexibility, and weigh no more than 13 ounces.
- Flats up to 13 ounces are mailed at First Class rates.
- Flats **MUST** be sealed before delivering to Mail Center; do not rely on clasps to seal flats. Clasps must be taped over with strong clear tape in order to be run through mail processors.
- Use appropriate size envelope for contents.
- Automated equipment cannot accurately weigh envelopes 13" or longer. If possible, use envelopes no greater than 13" in length.
- Recipient's Address and Return Address must be legible.
- **SIX DIGIT ACCOUNT NUMBER REQUIRED.**



TYPE STYLE & SPACING

- Do not use punctuation (hyphen between zip code and +4 is acceptable)
- Use plain block letters or a typeface such as Arial
- Leave one or two spaces between words and between the state abbreviation and zip code or zip + 4

BOLD	<i>Italic</i>
Extended	<i>Stylize</i>
Condensed	<i>Script</i>

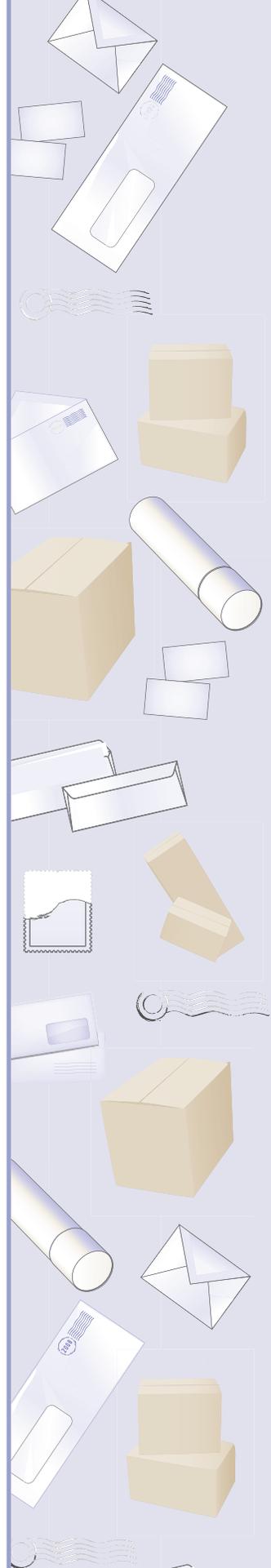
Figure 31. Unacceptable Type Styles.

OPTICAL CHARACTER READER (OCR)

- Readable type styles, acceptable fonts
- Minimum font point size: 8 (must use all uppercase letters)
- Maximum font point size: 18
- Prefer PICA or ELITE 10 – 12 point type
- Recommended font: Arial
- Avoid handwritten
- As a rule, do not use type styles defined as light, bold, extended, or condensed. Do not use italic, highly ornamental, or script-like styles. Stylized and script printing may not be used on mail claimed at automation rates.

FOLDED SELF-MAILERS

- A folded self-mailer is formed of at least two panels created when a single sheet or multiple unbound sheets of paper are folded together and sealed to form a letter-size mail piece without an envelope.
- As a general rule, folded self-mailers must have the fold on the bottom edge of the piece and 2 tabs on either the top of the piece (about an inch in from either edge) or near the top of the leading edge and the rear edge. The paper for the piece must be at least 70 lb. text weight. Failure to meet these standards will result in the piece being judged “nonmachinable” and a surcharge will be added.
- Rules governing self-mailers are complex. For further information contact the U.S. Post Office.



U.S. States, Territories, Possessions, Protectorates, Districts Abbreviations:

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

Locator & Directional Abbreviations:

Apartment	APT	Office	OFC
Avenue	AVE	Parkway	PKWY
Basement	BSMT	Place	PL
Boulevard	BLVD	Plaza	PLZ
Building	BLDG	Road	RD
Bypass	BYP	Room	RM
Center	CTR	Route	RT
Circle	CIR	Rural Route	RR
Court	CT	South	S
Department	DEPT	Southeast	SE
Drive	DR	Southwest	SW
Expressway	EXPY	Station	STA
Floor	FL	Street	ST
Fort	FT	Suite	STE
Freeway	FWY	Terrace	TER
Heights	HTS	Trail	TRL
Island	IS	Turnpike	TPKE
Junction	JCT	Valley	VLV
Lake	LK	View	VW
Lane	LN	Village	VLG
Lower	LWR	West	W
Mountain	MT	Road	RD
North	N		
Northeast	NE		
Northwest	NW		

Other Frequently Used Abbreviations:

Nebraska State Office Building – NSOB

Administrative Services – AS

Manager – MGR

Administrator – ADM

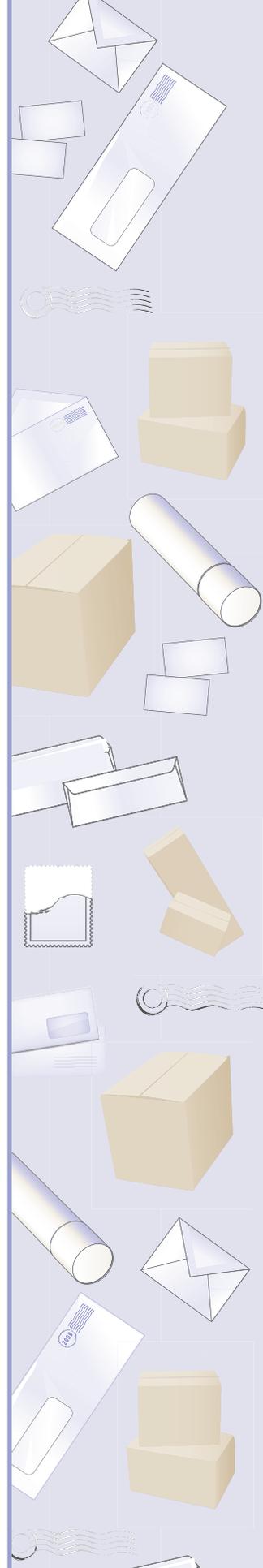
AGENCIES SERVED BY INTERAGENCY MAIL SERVICE:

A

AGENCY	ADDRESS	SUITE
Abstractors, Board of Examiners	Atrium 1200 N St	Ste 404
Accountability and Disclosure Commission	State Capitol	11th Fl
Adjutant General/ Military	2433 NW 24th St	
Administrative Services (AS):		
Accounting	State Capitol	Rm 1309
Budget	State Capitol	Rm 1320
Building Division	1526 K St	Ste 200
	NSOB	LL
Capitol Commission	State Capitol	7th Fl
Central Finance	1526 K St	Ste 150
Chief Information Officer (CIO)/ Communications	501 S 14th	
Director's Office	State Capitol	Rm 1315
Employee Benefits	1526 K St	Ste 110
Employee Relations	1526 K St	Ste 120
Materiel:		
Printing Services	501 S 14th	LL
Copy Services	NSOB	LL
Purchasing	1526 K St	Ste 130
Office Supply Bureau	1526 K St	Ste 130
Mail Center	NSOB	1st Fl
	State Capitol	Rm 1419
Recycling	5001 S 14th	
Surplus Property	5001 S 14th	
NIS	State Capitol	Rm 1310
Personnel/ Affirmative Action	1526 K St	Ste 100
Risk Management	1526 K St	Ste 220
309 Task Force for Building Renewal	1526 K St	Ste 210
Transportation Service Bureau (TSB)	1400 M St	
Aeronautics	3431 Aviation Rd	Ste 150
Agriculture	NSOB	4th Fl
Ag Labs	3701 S 14th	
Attorney General	State Capitol	Rm 2115
	Great Western Bank Bldg 1221 N St	5th Flr
Auditor of Public Accounts	State Capitol NSOB	Rm 2303 5th Flr

AGENCY	ADDRESS	SUITE
Equal Opportunity Commission	NSOB	5th FI
Ethanol Board	NSOB	4th FI
F		
Fire Marshall	246 S. 14th	
Foster Care Review Board	521 S. 14th	Ste 401
G		
Game & Parks Commission	2200 N. 33rd St	
Geologists Board	215 Centennial Mall South	Ste 400
Governor:		
Governor's Office	State Capitol	Rm 2316
Lieutenant Governor	State Capitol	Rm 2315
Policy Research Office	State Capitol	Rm 1319
Mansion	1425 H St	
Grain/ Sorghum Board	NSOB 4th FI	
H		
Health & Human Services:		
Health & Human Services Mail/ Distribution Center	NSOB 5th FI	
Health Labs	3701 S. 14th	
Regional Center	801 W. Prospector Pl	
IS&T	TSB Bldg.	LL
Historical Society	1500 R St	
I		
Indian Affairs	State Capitol	6th FI
Industrial Relations	NSOB	5th FI
Insurance	Terminal Bldg.	Ste 400
Investment Council	1526 K St	Ste 420
L		
Labor:		
Dept. of Labor	550 S. 16th St	
Labor Safety	550 S. 16th St	
Job Training	550 S. 16th St	
Workforce Development	550 S. 16th St	
Greater Nebraska Job Training	1111 O St	Ste 222
Landscape Architects, Ne State Board of:	215 Centennial Mall S	Ste 400
Land Surveyors	550 N Cotner LL	
Latino American Commission	State Capitol	6th FI

AGENCY	ADDRESS	SUITE
Legislature:		
Legislative Council	State Capitol	Rm 1010
Clerk of the Legislature	State Capitol	Rm 2018
Executive Board	State Capitol	Rm 2018
Fiscal and Program Analysis	State Capitol	Rm 1007
Ombudsman (Public Counsel)	State Capitol	Rm 807
Legislative Research	State Capitol	Rm 1201
Revisor of Statutes and Bill Drafting	State Capitol	Rm 358
Library Commission	Atrium/ 1200 N St	Ste 120
Liquor Control Commission	NSOB	5th Fl
M		
Military	2433 NW 24th St	
Motor Vehicles	NSOB	1st Fl
Motor Vehicle Industry Licensing Board	NSOB	1st Fl
N		
Natural Resources	NSOB	4th Fl
Nebraska.Gov Website	(send through Library Commission)	
NEMA (Neb. Emergency Mgmt.)	2433 NW 24th St	
P		
Patrol, State (Nebraska State Patrol):		
State Patrol Headquarters	1600 Highway 2	
SOR (Sex Offender Registry)	3800 NW 12th St	
CID (Criminal Identification Division)	3800 NW 12th St	
Traffic, HQ Troop, K-9	4130 NW 37th St	
Carrier Enforcement, Supply	3920 W Kearney St	
Crime Lab	1233 Arapahoe	
Communication/ JOC	244 NW 24th St	
Postsecondary Education	Apothecary Bldg. 140 N 8th	Ste 300
Power Review Board	NSOB	5th Fl
Public Accountancy Board	1526 K St	Ste 410
Public Advocacy	Apothecary Bldg. 140 N 8th	Ste 270
Public Service Commission	Atrium 1200 N St	Ste 300
R		
Racing Commission	5900 Walker Ave	
Real Estate Commission	Atrium 1200 N St	Ste 402
Real Estate Property Appraiser	NSOB	LL
Retirement System	1526 K St	Ste 400



AGENCY	ADDRESS	SUITE
Revenue:		
Department of Revenue	NSOB	2nd Fl
Revenue Supply	501 Bldg.	LL
Lottery & Gaming	1800 O St	
Taxpayer's Assistance	NSOB	2nd Fl
Motor Fuels	NSOB	2nd Fl
Property Assessment & Taxation	NSOB	2nd Fl
Roads, Department of	1500 Hwy 2	
S		
Secretary of State:		
Office of the Secretary of State	State Capitol	Rm 2300
Finance and Human Resources	State Capitol	3rd Fl
Election Division	State Capitol	Rm 345
Business Services Division	State Capitol	Rm 1301
Uniform Commercial Code Division (UCC)	State Capitol	Rm 1301
Notary	State Capitol	Rm 1301
Corporations Division	State Capitol	Rm 1301
Licensing Division	State Capitol	Rm 1305
Records Management Center	440 S 8th	Ste 210
ServeNebraska/ Volunteer Service Commission	State Capitol	6th Fl
Supreme Court:		
Clerk of the Supreme Court	State Capitol	Rm 2413
Court of Appeals	State Capitol	9th Fl
Administrator's Office	State Capitol	Rm 1207
Probation Administration	State Capitol	Rm 1207
Law Library	State Capitol	3rd Fl
Office of Dispute Resolution	State Capitol	12th Fl
Counsel for Discipline	3808 Normal Blvd.	
Office of Judicial Branch Education	State Capitol	Rm 328
Financial Division/ Probation	Exec Bldg. 521 S 14th	1st/2nd Fl
Supreme Court Reporter	State Capitol	Rm 1214
T		
Tax Equalization and Review Commission	NSOB	6th Fl
Tourism	NSOB	1st Fl
Treasurer:		
Office of the State Treasurer	State Capitol	Rm 2005
Unclaimed Property Division	809 P St	
Child Support Payment Center	233 S 10th St	Ste 100

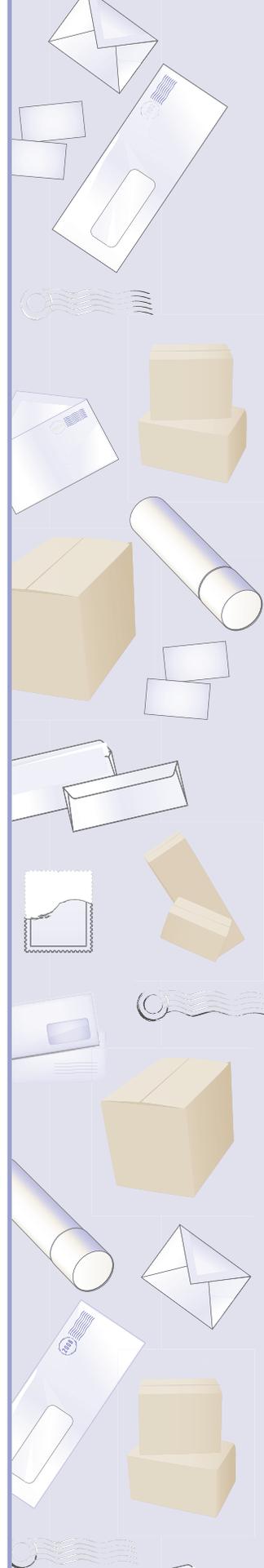
AGENCY	ADDRESS	SUITE
U		
UNL (University of Nebraska Lincoln, ETV)	UNL Mail Center	
V		
Veteran's Affairs	NSOB	6th Fl
Veteran's Affairs Regional Office	3800 Village Drive	
W		
Wheat Board	NSOB	4th Fl
Workman's Compensation Court	1010 Lincoln Mall	
Workman's Compensation Court Administration	1221 N St	4th Fl

OMAHA INTERAGENCY MAIL SERVICE:

There is limited Interagency Mail service to Omaha. BOXES, HEAVY AND/ OR BULKY ITEMS CANNOT BE SENT through Interagency Mail. They must be mailed either UPS or USPS.

ONLY LETTERS AND LARGER ENVELOPES WILL BE ACCEPTED. Interagency Mail can be sent to the following locations in Omaha:

- Omaha State Office Building 1313 Farnham
- Nebraska Arts Council
- UNO (University of Nebraska Omaha)
- UNMC (University of Nebraska Medical Center)



Best Way

Below are a few tips to help decide the best mailing option for a particular situation. For questions please call, 402-471-6659. By marking a mail piece “Best Way,” the Mail Center will mail it in the most economic way possible.

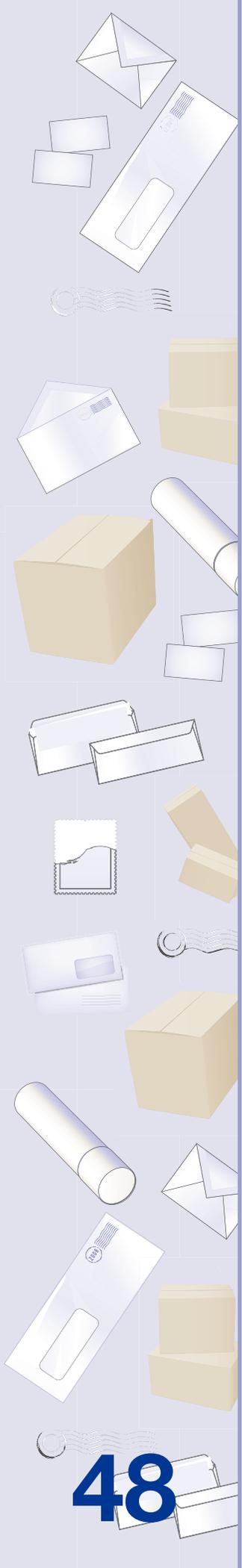
When sending letters, the most cost effective method is “presort” or “automated.” This is first class mail at a discount rate (saving approximately 2 cents per piece). In order to qualify, letters must be printed, not handwritten, and of the appropriate size (including thickness) and appropriate weight (maximum a little over 3 oz).

When mailing flats (large envelopes with a regular surface, no greater in length than 15”) “presort” is again the most cost effective method. If the mail piece is time sensitive, but it is not possible to get the mail piece to the NSOB Mail Center before 12:00 PM, send it full rate so it will get into the U.S. Postal Service mail stream that same day.

For tracking mail, there are several options. Envelopes and flats sent through the U.S. Postal Service cannot be tracked unless additional services are selected. USPS Tracking is free with First Class parcels and all priority mail. There is an additional charge if used with Media or Library Mail. Letters and flats can be sent certified (domestic) or registered (if sending internationally) and can be tracked every step of the way. Express mail can also be tracked. In the near future, the U.S. Postal Service will require intelligent barcodes for all First Class parcels, priority mail, as well as other classes of mail, which will increase the customer’s tracking capabilities. All items sent UPS have a tracking number.

If proof of delivery is required, use Certified Mail services with a return receipt, or Registered Mail services with a return receipt. Signature Confirmation, to a lesser degree, can also be used to confirm delivery. For UPS items, the package tracking number can be used on the internet to confirm who signed for a package and when.

International shipments can be sent using either the U.S. Postal Service or UPS.



If a shipment is valuable and it is desired, extra insurance can be obtained through both the U.S. Postal Service and UPS. Insurance up to \$25,000 can be obtained using Registered Mail service.

If mail is time sensitive and speed of delivery is an issue, there are quite a few options:

U.S. Postal Service: First class mail (letters, flats, and parcels) generally take one to three days for delivery if sent in Nebraska or regionally. Delivery may take longer depending on what area of the Country it is addressed to. Priority Mail takes one to three days for delivery for most areas of the Country. USPS Priority Express mail has a next day delivery for most areas (10:30 AM delivery available for an extra charge). Internationally, Priority Mail International Mail takes approximately six to ten days for delivery. Priority Mail Express International takes three to five business days for delivery. Global Express Guaranteed takes one to three business days for delivery. International delivery times will vary according to destination and weather conditions.

UPS: UPS Ground Service has a one day guarantee for most of central and eastern Nebraska. Before using UPS Next Day Services, it would be cost effective to first check the ground guarantee for the area where the mail piece is being delivered. UPS Next Day Services (Early AM, Next Day, Next Day Saver) will deliver anywhere in the United States (possible exceptions: parts of Alaska, Hawaii, some protectorates, etc.) the next day. UPS also has 2nd day and 3rd day Air Services.

Internationally, UPS has several choices: UPS Worldwide Express Plus (1-3 business days, 9:00 AM); UPS Worldwide Express (1-3 business days, 12:00 noon); UPS Worldwide Saver (1-3 business days, by end of day), UPS Worldwide Expedited (2-5 business days, by end of day); UPS Standard International (over 5 days, by end of day). International delivery times will vary according to destination.

It should be noted that time guarantees on ALL mail do not cover inclement weather, natural disasters, or other unforeseen circumstances.

If mailing books or other materials that qualify, and time is not an issue, consider using either Media Mail or Library Mail. These classes do not take much longer than First Class mail within the boundaries of Nebraska and can be cost effective, especially for large quantities.

If a mail piece weighs under 13 oz. and has an irregular, bulky or inflexible surface, it would be cost effective to send it as a First Class Parcel rather than by UPS.

If sending plastic, Styrofoam, or any other non-cardboard container, consider sending First Class to avoid UPS handling charges for packages not encased in cardboard. Other factors to consider would be destination and weight.

If mailing a heavy package (over 10 lbs.), check to be sure the mailing address is a street address, and not a PO Box number. UPS will not deliver to a PO Box and if a mail piece is heavy, the most cost effective method is UPS.

Any package having a commercial address, weighing over 1 lb., and having a 68xxx zip code will likely be cheaper sent UPS rather than the U.S. Postal Service (unless it has a PO Box address or has a "first class" stamped on it).