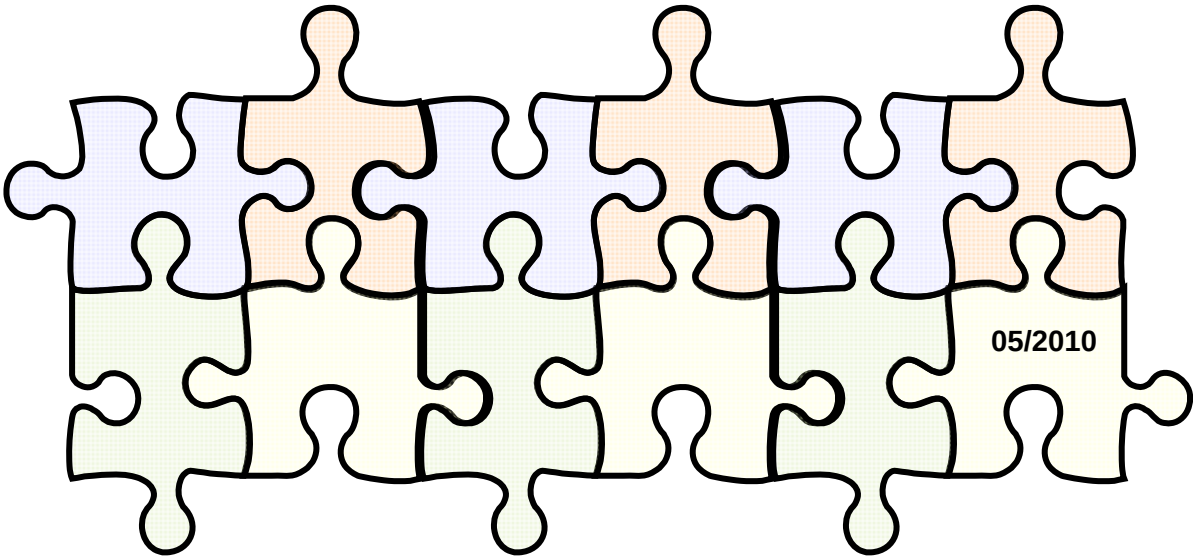
NEBRASKA
AdministrativeServices

Materiel / Purchasing Division



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INTRODUCTION

OBJECTIVE

Administrative Services, Materiel Division – Mail Center section provides mail pick up, delivery, and processing services to Nebraska State Government. The services include the processing of interagency mail, outbound mail and INTERAGENCY courier service to all agencies located 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 you in the preparation of all your mailing materials.

MISSION STATEMENT

Our goal is to provide interagency and outgoing mail service to all State Agencies. The mission of the Mail Center and Receiving Dock is to insure that all outgoing mail be metered and placed with the U.S. Postal Service the same day it is received and to deliver all interagency mail in a timely fashion. Our focus is meeting all our customers' needs and expectations and to implement cost savings whenever possible.

ABOUT US

The Nebraska State Office Building (NSOB) Mail Center currently processes an average of $360,000 in U.S. postage each month along with an average of $10,000 each week with UPS.

Our Mail Center is fully automated, which allows for the most accurate and efficient processing available, as well as the most effective way to insure that agency billings are complete and accurate.

Our staff is trained to operate all automated equipment and to provide customer service to all agencies.

We hope you will find this information useful in preparing your outgoing and interagency correspondence.

ADMINISTRATION

Steve Sulek, Administrator, Materiel Division

Craig Van Slyke, Acting State Mail/Supply Services Manager

MAIL CENTER LOCATIONS
&
HOURS OF OPERATION

NSOB MAIL CENTER
Nebraska State Office Building
301 Centennial Mall So., 1st FL
(402) 471-6659

Service Hours
8:00 AM – 5:00 PM

Mail Cutoff Times
US Postal Express Mail, Registered Mail, Certified Mail – 2:00 PM
Regular US Postal Mail, UPS, Airborne – 3:00 PM
Federal Express – 4:30 PM

Additional NSOB Mail Drop Locations are available on floors 2-6.
Final pickup time at Mail Drop locations is 3:30 PM.

CAPITOL MAIL CENTER
Capitol, 1st FL
Mail/Copy Center Room 1419
(402) 471-3770

Service Hours
8:00 AM – 5:00 PM

Mail Cutoff Times
US Postal Express Mail, Registered Mail, Certified Mail – 3:00 PM
UPS – 3:30 PM
Regular US Postal Mail – 4:00 PM

Priority Mail or Same-Day Mail must be separated and identified or Mail Center staff must be made aware of Piority Mal or Same-Day Mail upon delivery to the Mail Center. All Mail Received After These Cutoff Times Will Be Processed the Following Business Day

If you have any questions about the type of service you need and the cutoff time, please call the Mail Center.

MANAGEMENT

Craig Van Slyke, Acting State Mail/Supply Services Manager
Phone: (402) 471-2293
craig.vanslyke@nebraska.gov
Fax: (402) 471-6669

STANDARD SERVICES

MAILING & SHIPPING SERVCIES AVAILABLE

First Class, Full Rate

Presort, First Class Mail, Discounted Rate

Priority Mail

Post Cards

Certified

Registered

United Parcel Service (UPS)
Overnight
Overnight Early AM
Overnight Saver
2nd Day Air
3 Day Select
Ground

International

Bulk Mailing

Library Rate

Media Mail

Express Mail (US Postal Service)

Interagency Mail

Ink Jetting (Printing Services)

Inserting (Printing Services)

PRESORT FIRST CLASS MAIL

First Class service at a contracted discount rate.

Must weight 2 oz or less

Letter sized envelopes must be no larger than 6 1/8" x 11 ½"
and no smaller than 3 ½" x 5"

Recipient Address MUST be typed (Cannot be handwritten)

Bar Code area must be clear for automation (see page 32)

Must have zip code

Unsealed Mail should be prepared with flaps over one another (nesting)

Mail will be returned to sender if undeliverable address

SIX DIGIT ACCOUNT NUMBER REQUIRED

FIRST CLASS MAIL

Envelope size will dictate the method of shipping. In order to save on postage, you should use the proper sized envelope whenever possible. Per USPS regulations, envelopes 12x15 and larger are considered a parcel no matter the weight of the envelope. For an 8 ½ x 11 letter shipped in a 12x15 envelope the cost is almost double.

For all mail that does not qualify for presort discount.

Letters Do Not need to be Marked or Sealed

Unsealed mail should be prepared with flaps over one another (nesting)

Parcels will be sent "Best Way" (Most Economical) unless marked 1st Class

Maximum weight – 70 pounds

Larger mailing envelopes MUST BE SEALED

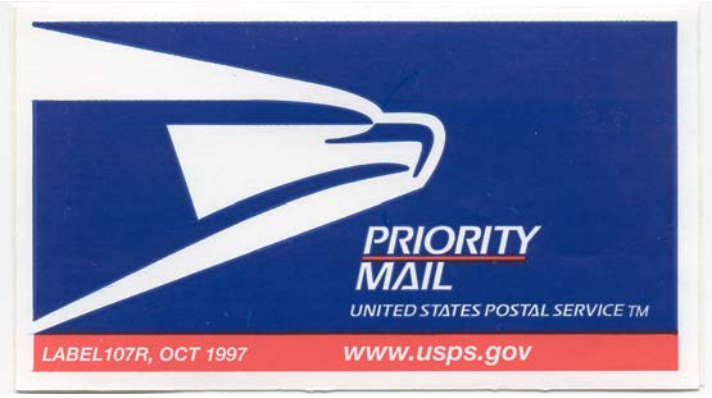
DO NOT rely on clasps to seal manila/flat envelopes
Clasps need to be taped over

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

First Class Mail weighing 13 oz but not exceeding 70 lbs
Any mail weighing over 13 oz is considered Priority Mail
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 2-3 day service is desired.
Flat Rate 0-2 lbs $4.95
Priority Envelopes are available in the Mail Center and at any U.S. Post Office

SIX DIGIT ACCOUNT NUMBER REQUIRED



POST CARDS

First Class Mail
Separate from other mail, band together
Not less than 3 ½" x 5" or 0.007" thick
Not more than 4 ¼" x 6" or 0.016" thick

SIX DIGIT ACCOUNT NUMBER REQUIRED

PARCEL POST MAIL

May require 1 extra delivery day to Nebraska addresses
Possible cost savings over 1st Class, 5% - 400%
Cost savings begins at 12 oz.
MUST weight 1 lb. or more
MUST be marked "Parcel Post"
Must not contain confidential information

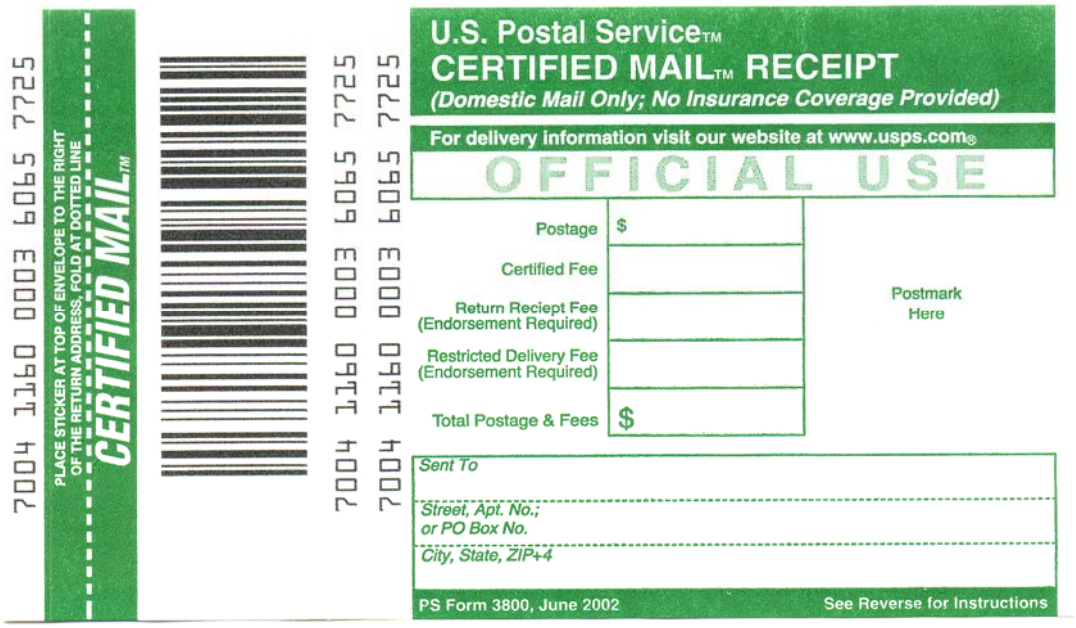
SIX DIGIT ACCOUNT NUMBER REQUIRED

CERTIFIED MAIL

Certified Mail is 1st Class mail that provides you with a receipt.
A record of delivery is maintained at the recipient's post office for two years.
A return receipt provides you with proof of delivery and can be obtained for an additional fee.
Requires a numbered label and receipt
Restricted delivery (addressee's signature required) available for an additional fee.
Return Receipt provides verification of delivery.
Certified Mail forms are available in the Mail Center(s) or any U.S. Post Office.
Certified Mail may be insured for an additional fee.
Certified Mail cannot be sent outside of the United States.

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)



See Additional Sample Forms, Next Page

RETURN RECEIPT

SENDER: *COMPLETE THIS SECTION*

- 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.

1. Article Addressed to:

2. Article Number
(Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X
☐ Agent
☐ Addressee

B. Received by *(Printed Name)*

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? *(Extra Fee)* ☐ Yes

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)

UNITED STATES POSTAL SERVICE

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

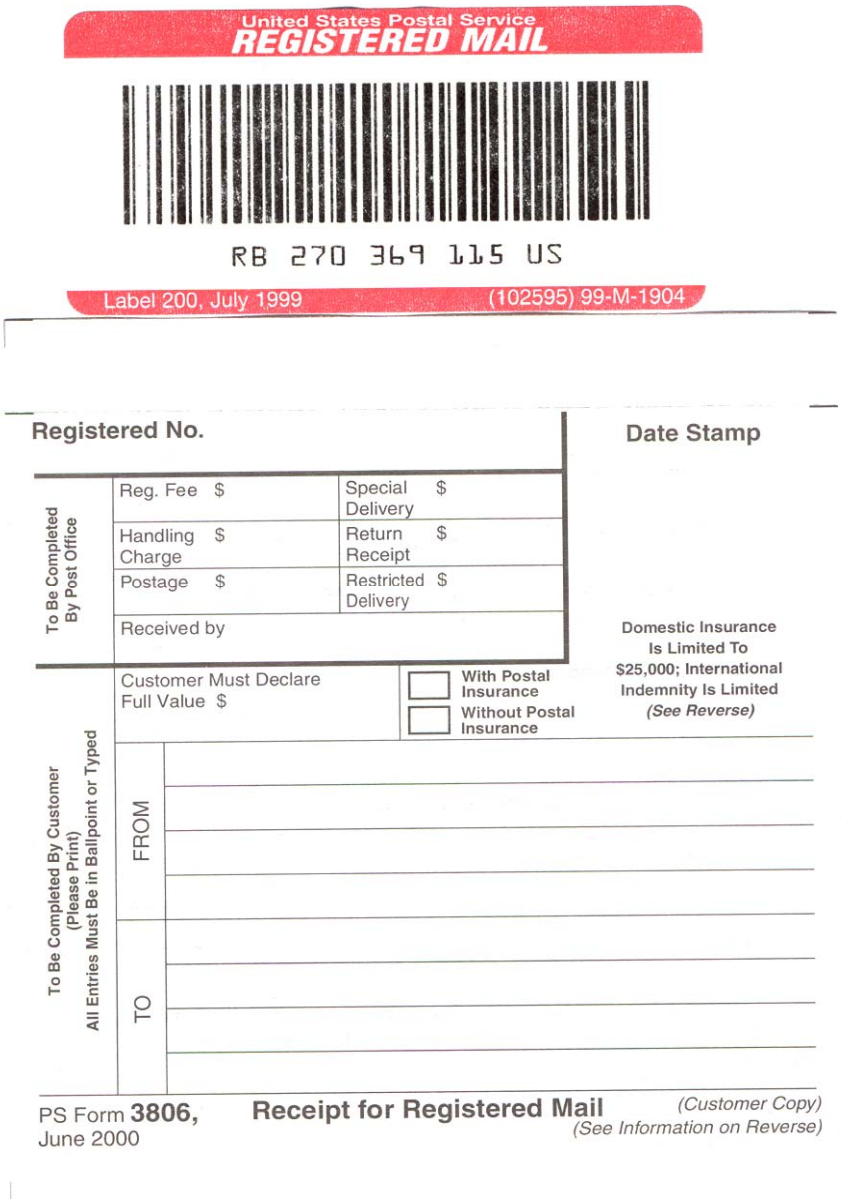
• Sender: Please print your name, address, and ZIP+4 in this box •

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 US.
Postage Insurance may be purchased to cover articles valued up to $25,000.
Return Receipt and Restricted Delivery Services are available for additional fees.
All seems and edges must be covered by FILAMENT tape only.
(Added Security may delay delivery by 24-48 hours)

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)



United States Postal Service
REGISTERED MAIL

RB 270 369 115 US

Label 200, July 1999 (102595) 99-M-1904

Registered No.

Date Stamp

To Be Completed By Post Office

Reg. Fee $		Special Delivery $	
Handling Charge $		Return Receipt $	
Postage $		Restricted Delivery $	
Received by			

Customer Must Declare Full Value $

☐ With Postal Insurance
☐ Without Postal Insurance

Domestic Insurance Is Limited To $25,000; International Indemnity Is Limited *(See Reverse)*

To Be Completed By Customer (Please Print) All Entries Must Be in Ballpoint or Typed

FROM

TO

PS Form **3806,** June 2000

Receipt for Registered Mail *(Customer Copy)*
(See Information on Reverse)

INSURED MAIL

Protect your mail against loss or damage with insurance.

You have several options for adding security to the articles you send.

Whether you are sending Software, DVD's or CD's,
obtaining insurance provides security.
Insure the package only for what its contents are worth; you're covered
for the actual value at the time and place of mailing.

Two Convenient Ways to Purchase Insurance:

1. **Insurance Purchased Online – Provides up to $200 Insurance**
2. **Insurance Purchased at the Post Office – Provides up to $5000 Insurance**

For items of greater value, try Registered Mail, which provides up to $25,000.

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)

SIGNATURE CONFIRMATION

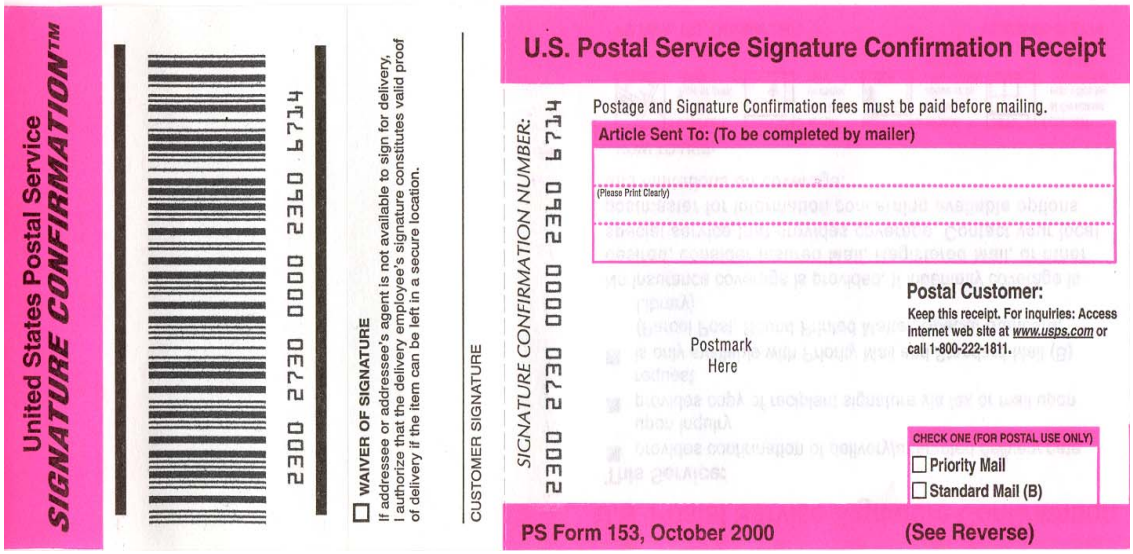
Verify delivery and know who accepted the package.

Get all the benefits of Delivery Confirmation and more. Signature Confirmation gives you an added level of security by requiring a signature from the person who accepts the package.

If you're sending something important, you may want to be sure that it reaches not just the right address, but the right hands as well. With Signature Confirmation, you can get confirmation of delivery, including date, time, and location, and you can request to have a letter faxed or mailed to you with a copy of the recipient's signature.

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)


United States Postal Service
SIGNATURE CONFIRMATION™

2300 2730 0000 2360 6714

☐ WAIVER OF SIGNATURE
If addressee or addressee's agent is not available to sign for delivery, I authorize that the delivery employee's signature constitutes valid proof of delivery if the item can be left in a secure location.

CUSTOMER SIGNATURE

U.S. Postal Service Signature Confirmation Receipt

SIGNATURE CONFIRMATION NUMBER:
2300 2730 0000 2360 6714

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 (FOR POSTAL USE ONLY)
☐ Priority Mail
☐ Standard Mail (B)

PS Form 153, October 2000 (See Reverse)

DELIVERY CONFIRMATION

Delivery Confirmation lets you know when it arrives

Verify delivery with Delivery Confirmation. The low cost Delivery Confirmation services gives you the date, Zip code, and time your article was delivered. If delivery was unsuccessful you will get the date and time of attempted delivery. You can easily access this information at USPS.com.

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)

United States Postal Service®
DELIVERY CONFIRMATION™
0304 0370 0001 9589 1192
DELIVERY CONFIRMATION NUMBER:
0304 0370 0001 9589 1192
U.S. Postal Service™ Delivery Confirmation™ Receipt
Postage and Delivery 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 152, May 2002
(See Reverse)

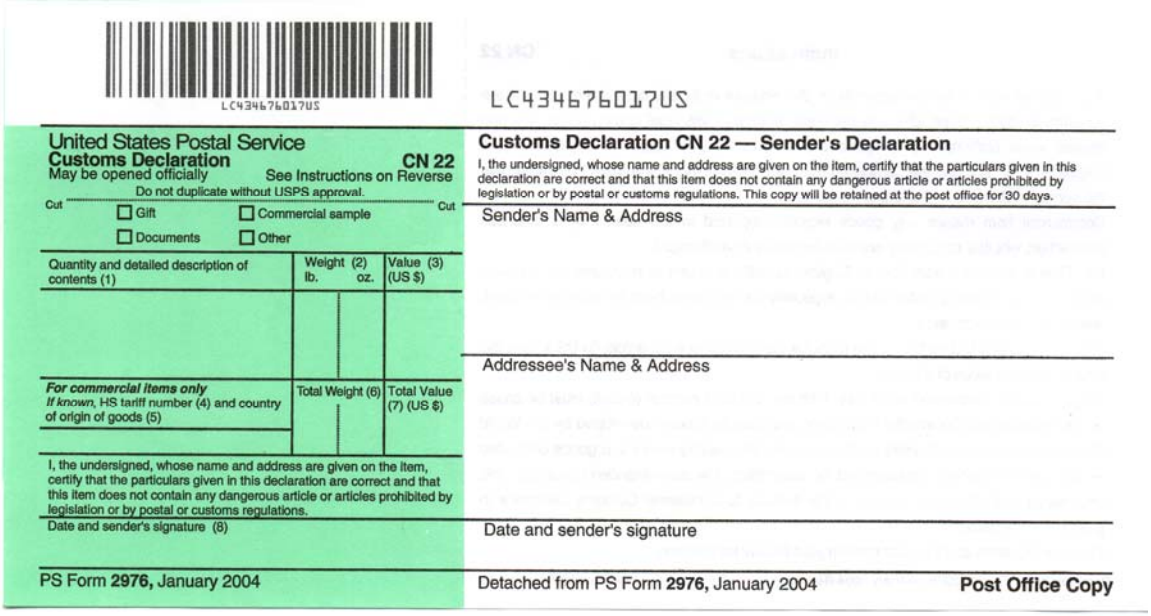
INTERNATIONAL MAIL

Customs forms required for all International mail EXCEPT letters

Separate all International Mail from Domestic Mail
Mark "International Mail"
Customs ~ List of contents and value on forms 2976 & 2976A

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)



LC434676017US

United States Postal Service
Customs Declaration **CN 22**
May be opened officially — See Instructions on Reverse
Do not duplicate without USPS approval.

Cut ☐ Gift ☐ Commercial sample Cut
☐ Documents ☐ Other

Quantity and detailed description of contents (1)	Weight (2) lb. oz.	Value (3) (US $)

For commercial items only *If known*, HS tariff number (4) and country of origin of goods (5)	Total Weight (6)	Total Value (7) (US $)

I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.

Date and sender's signature (8)

PS Form **2976,** January 2004

LC434676017US

Customs Declaration CN 22 — Sender's Declaration

I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations. This copy will be retained at the post office for 30 days.

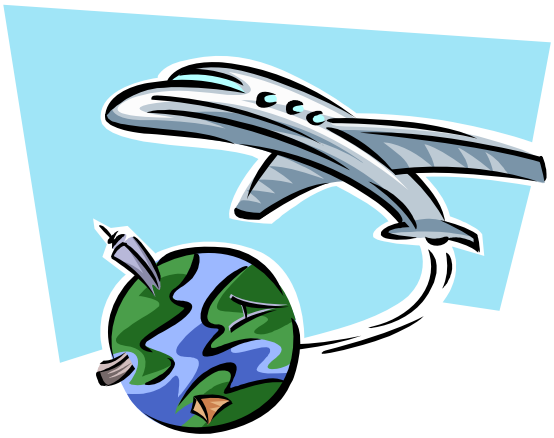
Sender's Name & Address

Addressee's Name & Address

Date and sender's signature

Detached from PS Form **2976,** January 2004 **Post Office Copy**

See Customs Declaration and Dispatch Note, Next Page



SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)

CP276155498US

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

IMPORTANT: This item/parcel may be opened officially. Please print in English and press firmly; you are making multiple copies. Please read the Privacy Notice on the Instructions page of this form.

From
Sender's Name
Business
Street
City State ZIP+4®
Country

Sender's Customs Reference *(If any)*
Insured Number
Insured Amount (US $)
SDR Value

To
Addressee's Name
Business
Street
Postcode City State/Province
Country

Importer's Reference - Optional *(If any)*
(Tax code/VAT no./Importer code)
Importer's Telephone/Fax/Email *(If known)*

Detailed Description of Contents (1)	Qty. (2)	Net Weight (3) lbs.	oz.	Value (US $) (5)	*For Commercial Senders Only* HS tariff number (7)	Country of origin of goods (8)

Check One (10) ☐ Airmail/Priority ☐ Surface/Nonpriority
Total Gross Wt. (4)
Total Value (6)
Postage and Fees (9)

Check One (11) ☐ Gift ☐ Commercial sample ☐ Merchandise Explanation:
☐ Documents ☐ Returned goods ☐ Other

Comments (12) *(e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)*

License Number(s) (13)
Certificate Number(s) (14)
Invoice Number (15)

I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.
Date and sender's signature (16)

Sender's Instructions in Case of Nondelivery (17)
☐ Treat as Abandoned
☐ Return to Sender
NOTE: Item is subject to return charges at sender's expense.
☐ Redirect to Address Below:

Mailing Office Date Stamp

PS Form **2976-A**, January 2006 (PSN: 7530-01-000-9834) Do not duplicate this form without USPS® approval. 1 - Manifesting

BULK MAIL

Minimum 200 pieces or 50 pounds
Each piece must weigh less than 16 ounces
Content must be identical weight for each piece

	Minimum Dimension	Maximum Dimension
Letters:	3 ½” X 5”	6 1/8” X 11 ½” X ¼” thick
Flats:		15” long X 12” high X ¾” thick

Must have correct zip code or zip + 4 code
Presorted Standard Mail CANNOT be sent to foreign countries

PREPARATION
Each piece must be stamped with the permit imprint stamp

PRSRT STD
U.S. POSTAGE
PAID
STATE OF
NEBRASKA

Mail is to be sorted by first three digits of zip code prior to Mail Center processing.

Training available upon request.

Have an accurate piece count when you bring your mailing to the Mail Center

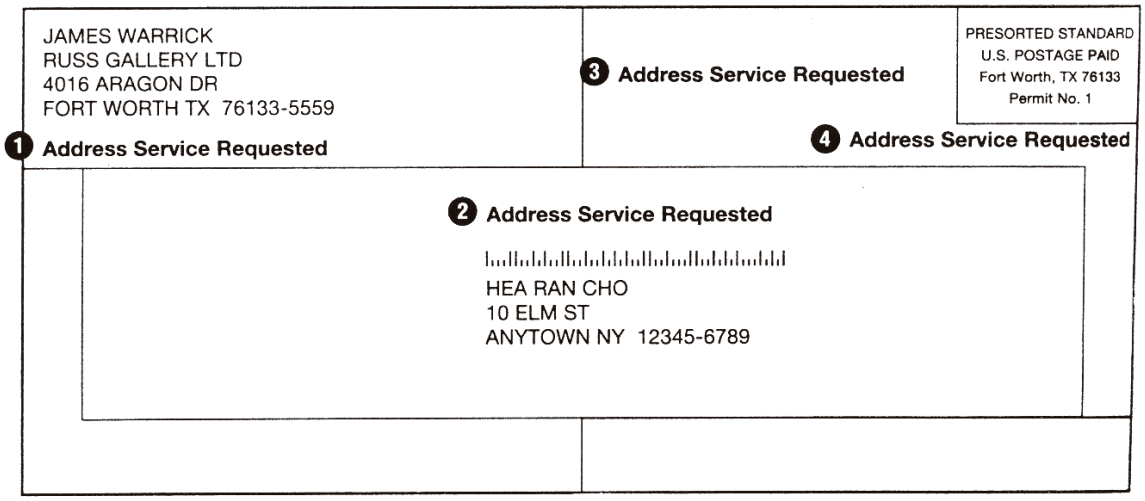
Six Digit Account Number NOT Required on Each Piece

ANCILLARY SERVICE ENDORSEMENTS

STANDARD mail (A) ~ BULK MAIL ONLY

The following Ancillary Service(s) Can Be Included:
"Address Service Requested"
"Return Service Requested"
"Change Service Requested"
"Forwarding Service Requested"

ENDORSEMENT	ACTION TAKEN	FEES
None	Mail piece disposed of by Postal Service	None
Address Service Requested	**Months 1 through 12:** Mail piece forwarded Separate notice of new address provided **Months 13 through 18:** Mail piece returned with new address attached **After month 18 or if undeliverable:** Mail piece returned with reason for non-delivery	 No Charge **Address Correction Fee** Manual Per Notice $.70 Electronic Per Notice $.20 **Weighted Fee Charge** 2.472 x First Class Mail Rate **Weighted Fee Charge** 2.472 x First Class Mail Rate
Forwarding Service Requested	**Months 1 through 12:** Mail piece forwarded Separate notice of new address provided **Months 13 through 18:** Mail piece returned with new address attached **After month 18 or if undeliverable:** Mail piece returned with reason for non-delivery	 No Charge **Weighted Fee Charge** 2.472 x First Class Mail Rate **Weighted Fee Charge** 2.472 x First Class Mail Rate
Return Service Requested	Mail piece returned with new address or reason for non-delivery	Return postage at First Class Mail Rate Charge
Change Service Requested	Separate notice of new address or reason for non-delivery, mail piece disposed of	**Address Correction Fee** Manual Per Notice $.70 Electronic Per Notice $.20



PRESORTED FIRST CLASS FLATS

Must weigh 11.9 oz. or less
All flats must be sealed. If sealed with clasp, must have tape over clasp.

Mail will be forwarded for one year if recipient has completed change of address form.
Address corrections will be forwarded to each department from Post Office.
This is a must to qualify for discount rate.

Over sized envelopes and/or packages weighing 12.0 oz or more will be sent best way.
See Best Way chart located on page 42.

MEDIA MAIL

Must weigh 5.2 oz. or more
Minimum 8 Pages
Book, Reading Matter, Scholarly Matter
16 Millimeter or narrower films
Printed Music, bound or unbound
Printed test materials
Sound Recordings
Play Scripts, Manuscripts
Periodicals & Music
Video Tapes, CD's, DVD's
Medical information for doctors, hospitals, medical schools and students
NO Advertising Allowed

SIX DIGIT ACCOUNT NUMBER REQUIRED

LIBRARY MAIL

For items on loan from or mailed between schools
Colleges ~ Universities ~ Public Libraries
Agricultural ~ Veterans ~ Non Profit Organizations
Books/Reading Matter
NO PERSONALIZED MESSAGES / LETTERS CAN BE INCLUDED

SIX DIGIT ACCOUNT NUMBER REQUIRED

PRINT SHOP

MAILING SERVICES AVAILABLE
Lower Level – 501 South 14th
Craig Van Slyke, Print Shop Manager – (402) 471-2215
Steve Kellogg, Technical Assistant – (402) 471-8787

INK JETTING

Send your address list to us, we prefer tab delimited but can work with most Windows based files …Access, Excel, Dbase, etc.
or you can E-mail paula.berg@nebraska.gov

We will process your list with Postal Soft Desktop Mailer.

This will CASS certify, barcode, and presort your list making it eligible for the lowest automated postage rate.
This process can save your agency $.05 per piece on your mailing.

We then spray the barcodes and addresses directly on your mail piece and deliver your mailing to the Post Office with the required Postage Statement, CASS Certificate, and PAVE Report.

We can also check for duplicate addresses in your list.
Remember – Interagency addresses should be in a separate file.
Design your mail piece for the best possible postal rate.

INSERTING

Our Inserters are capable of inserting up to (6) pieces into an envelope, sealing the envelope and metering it with 1st class presort postage.

Minimum Size	**3 ½" x 6"**
Maximum Size	**6 ¼" x 9 ½"**

SMALL PACKAGE SERVICES

UNITED PARCEL SERVICE

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

Free Supplies (air only)
***Next Day Air**
2nd Day Air
3 Day Select
***Ground – Commercial or Residential**
Do not wrap packages in brown paper, boxes only
100 Wt. Service
100 Wt. Multi Shipments

***UPS can deliver to most addresses within Nebraska by the next business day. The determining factor for which service level to use, is the time of day the package needs to arrive at the destination. If a 3pm delivery time meets your needs, UPS ground should be used for Commercial addresses. No time guarantee is given for Residential addresses. If you require a 10am delivery Next Day Air should be used. The cost for Next Day Air is almost twice the cost of Ground.**

Requires a complete street address (P.O. Boxes or R.R. Not Accepted)

Services such as COD, Insured, Next Day Air, etc. must be marked on the package.

Maximum weight 150 pounds/Package
Maximum Size 130" length & girth combined
Maximum length 108" per package

Call Tag/Package Retrieval Service Available

All packages are covered by $100 Insurance; Additional may be purchased for a fee
All UPS Ground Shipments have guaranteed "Time & Transit" ~ If a package does not arrive in the guaranteed time, UPS will refund the cost of shipment.
UPS requires customs documents for international shipments (except letters)
Check with Mail Center for requirements and forms

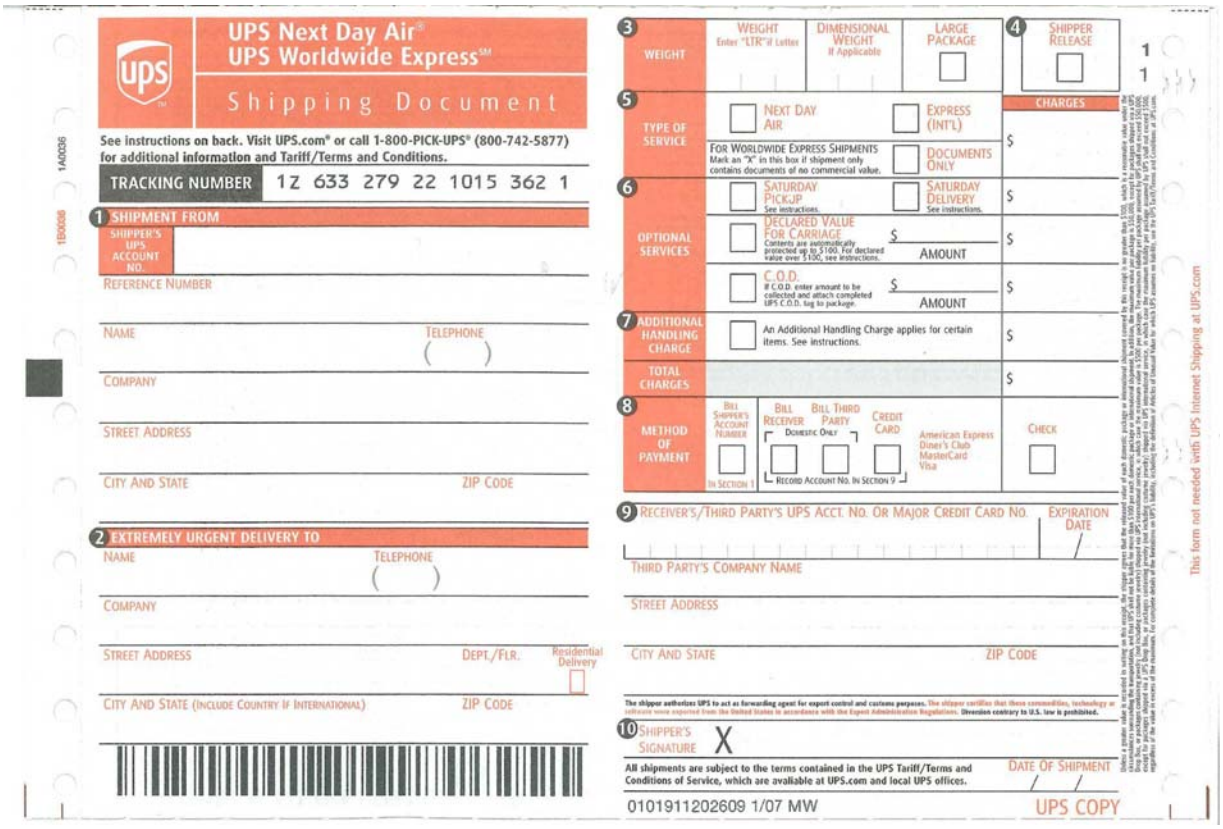
SIX DIGIT ACCOUNT NUMBER REQUIRED

See Next Day Air Sample Shipping Document, Next Page

UPS INTERNATIONAL SHIPPING FORM

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)



UPS Next Day Air®
UPS Worldwide Express℠
Shipping Document

See instructions on back. Visit UPS.com® or call 1-800-PICK-UPS® (800-742-5877) for additional information and Tariff/Terms and Conditions.

TRACKING NUMBER 1Z 633 279 22 1015 362 1

1 SHIPMENT FROM
SHIPPER'S UPS ACCOUNT NO.
REFERENCE NUMBER
NAME TELEPHONE ( )
COMPANY
STREET ADDRESS
CITY AND STATE ZIP CODE

2 EXTREMELY URGENT DELIVERY TO
NAME TELEPHONE ( )
COMPANY
STREET ADDRESS DEPT./FLR. Residential Delivery
CITY AND STATE (INCLUDE COUNTRY IF INTERNATIONAL) ZIP CODE

3 WEIGHT — Weight (Enter "LTR" if Letter) — Dimensional Weight (If Applicable) — Large Package
4 Shipper Release — Charges
5 Type of Service — Next Day Air — Express (Int'l) — For Worldwide Express Shipments Mark an "X" in this box if shipment only contains documents of no commercial value. — Documents Only
6 Optional Services — Saturday Pickup (See instructions.) — Saturday Delivery (See instructions.) — Declared Value For Carriage (Contents are automatically protected up to $100. For declared value over $100, see instructions.) $ Amount — C.O.D. (If C.O.D. enter amount to be collected and attach completed UPS C.O.D. tag to package.) $ Amount
7 Additional Handling Charge — An Additional Handling Charge applies for certain items. See instructions.
Total Charges
8 Method of Payment — Bill Shipper's Account Number (In Section 1) — Bill Receiver — Bill Third Party (Domestic Only) — Credit Card (Record Account No. In Section 9) — American Express Diner's Club MasterCard Visa — Check
9 Receiver's/Third Party's UPS Acct. No. Or Major Credit Card No. — Expiration Date
Third Party's Company Name
Street Address
City And State ZIP Code
The shipper authorizes UPS to act as forwarding agent for export control and customs purposes. The shipper certifies that these commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.
10 Shipper's Signature X
All shipments are subject to the terms contained in the UPS Tariff/Terms and Conditions of Service, which are available at UPS.com and local UPS offices.
Date Of Shipment
0101911202609 1/07 MW
UPS COPY
This form not needed with UPS Internet Shipping at UPS.com

U.S. POSTAL SERVICE EXPRESS MAIL

Domestic Mail delivered next day to most locations
International, Average delivery time 3 days
(Check with Post Office for specific locations/delivery times)
Delivered 7 days a week including holidays
Sunday delivery to major points only
International Express Mail to 175 Countries
Supplies Available in the Mail Center or any U.S. Post Office

SIX DIGIT ACCOUNT NUMBER REQUIRED

(Please Type or Print Clearly)

INTERAGENCY MAIL SERVICES

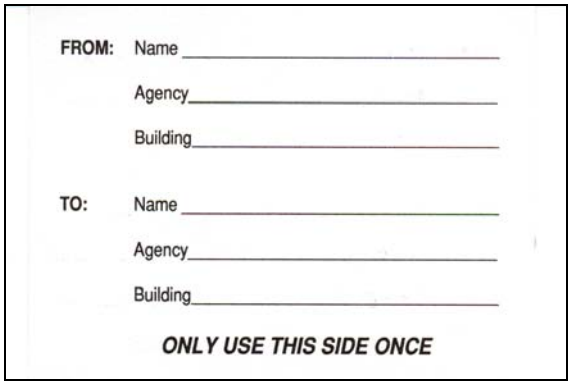
INTERAGENCY MAIL

Any piece of official state government mail, package, or other item which goes from one state agency to another where no postage is required.

Separate from regular mail
Use Interagency Mail Envelopes (Available through Office Supply Bureau)

#10, 10x13, 12x15 ½

Use Interoffice Insert Cards (Available through Office Supply Bureau)


FROM: Name _____
Agency _____
Building _____

TO: Name _____
Agency _____
Building _____

ONLY USE THIS SIDE ONCE

For large mailings, white #10 envelopes may be used provided each is clearly stamped in red "INTERAGENCY"

Avoid Abbreviations

Use complete information on each line

Use Full Name, Agency, Building

MAIL RETURN FORM

Whenever the Mail Center is unable to process your mail, the mail will be returned to you by interagency mail with a Mail Return Form attached.

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:_____

Please correct the above problem(s) and return any used envelopes to the NSOB Central Mail Room for postage credit.

We apologize for any inconvenience this has caused, and appreciate your cooperation. If you have any questions, please call 471-6659.

OTHER SERVICES & PROCEDURES

OFFICE DEPOT RETURNS

Fill out the Office Depot/State of Nebraska Return/Discrepancy Form

The Mail Center Will Not Accept Any Merchandise without the Completed Return/Discrepancy Form Attached

Do Not Return Merchandise to Office Supply Bureau

Please Type or Print Clearly

For More Information Call Office Depot Customer Service

1-800-373-0005

RETURN FORM ON NEXT PAGE

Office DEPOT
Business Services Division

STATE of NEBRASKA
Account # 84041595

RETURN / EXCHANGE / DISCREPANCY FORM

Call Customer Service 1-888-463-1600 for a

Return Authorization # _____

INSTRUCTIONS:

- All shortages must be reported within 5 days of receipt of order.
- All returns must be made within 30 days of receipt of order. All items must be in the original packaging. Please DO NOT write on the box of the item(s) to be returned.
- Special order items (including custom or imprinted items) cannot be returned unless due to Office Depot error.
- A copy of this form should be attached to any item(s) being returned the day after you receive return authorization number. Please have item(s) ready to pick up where the original delivery was made.

PLEASE COMPLETE THE FOLLOWING:

ORDER NUMBER _____-_____ DATE_____

AGENCY NUMBER _____ YOUR NAME_____

PHONE NUMBER _____ FAX NUMBER_____

QTY	UNIT OF MEASURE	ITEM NUMBER	DESCRIPTION	REASON FOR RETURN (see code)

REASON FOR RETURN/SHORTAGE CODE:

1. DEFECTIVE / DAMAGE
2. WRONG MDSE. SHIPPED
3. ORDERED IN ERROR
4. SHORTAGE

*** If Item is Defective please check one: RETURN&CREDIT_____ RETURN&REPLACE_____**

REQUEST TO RECALL MAIL

MUST be completed to retrieve mail that has been delivered to the Mail Center

Total Number of pieces requested _____. Indicate the type of mail being recalled:

US Postal ☐ Letter ☐ Flat Envelope ☐ Certified ☐ Registered

☐ Priority ☐ Express Mail ☐ Insured

UPS ☐ Envelope ☐ Package/Box

Federal Express ☐ Envelope ☐ Pak ☐ Box

Other ☐ (Describe)
_____

Reason for Recall of Mail:
_____
_____

Hour Mailed: _____ Date Mailed: _____ Where deposited:
_____

Return Address and Address of Recall item:
Address: _____
_____
_____
Handwritten _____

Typed/Label Name _____
Street / PO Box _____
Other 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_____

AS Employee's Signature _____

ADDRESSING TIPS & FORMATTING

GENERAL FORMAT

CAPITALIZE everything in the address.
Use two letter abbreviations for state. (See page 36)
Use only accepted standard abbreviations for address. (See page 37)
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

When you address mail using both a post office box and a street address, the Postal Service will deliver mail to the 2nd line of the address.
Zip Code or Zip + 4 MUST correspond with the 2nd line address
Example:

XYZ COMPANY
111 ANYWHERE STREET
PO BOX 123
ANYTOWN NE ZIP +4

Postal Service will deliver to PO Box.
Zip Code or Zip + 4 for PO Box NOT Street Address

LINE SLANT

Care should be taken to insure 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

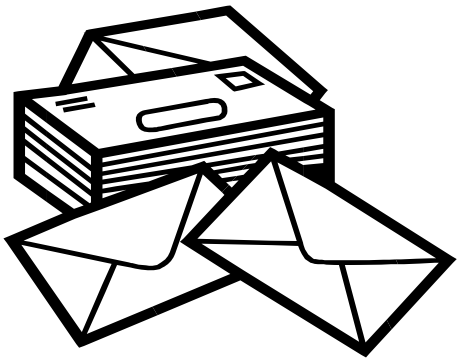
All outgoing mail must have a State return address.
Identifying, Agency Name
Street and/or Post Office Box
City, State, Zip Code
Six Digit Agency Code (directly below return address)

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, characters don't 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 United States Postal Service should be sealed in an appropriate envelope or parcel.

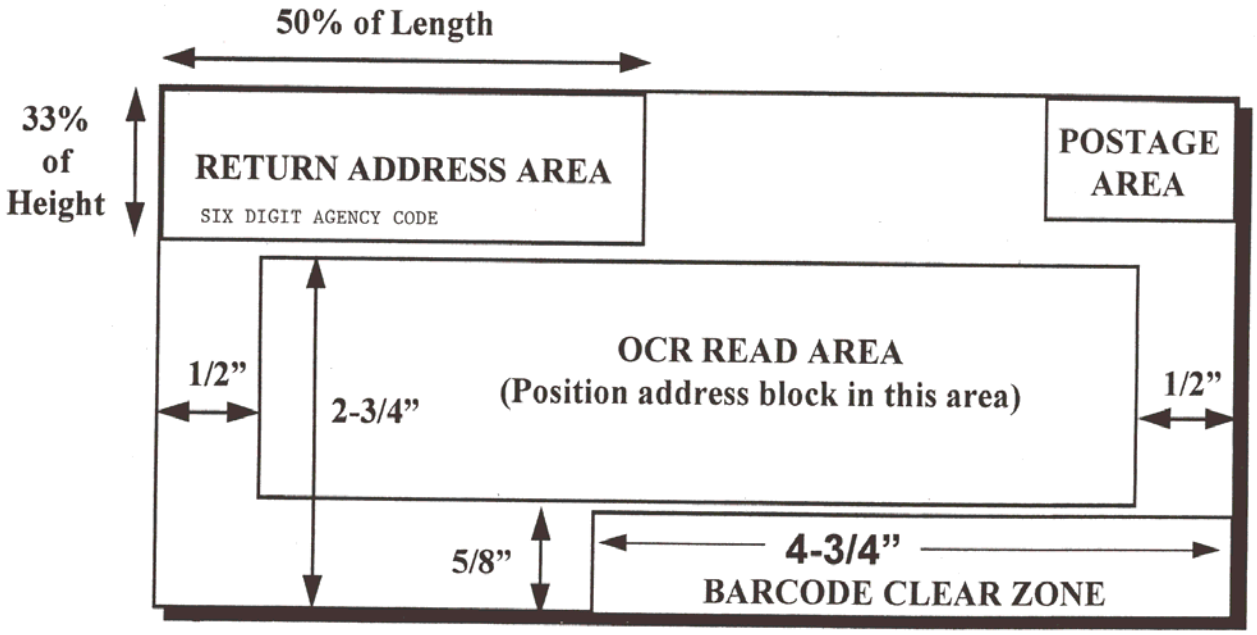
When sending more than six (6) pieces of paper in an envelope, seal before delivering to Mail Center (Automated Equipment will not automatically seal).
DO NOT USE staples to seal envelopes.
Unsealed mail should be prepared with flaps over one another (nesting).
Some items cannot be sent through the U.S. Postal Service in envelopes. In addition to jamming and/or damaging mailing machinery, these items can potentially cause serious injury to Mail Services employees. Examples of items that cannot be mailed:
Paper clips, glass chips, sand

Size

Minimum Size	**3 ½”x 5”**
Maximum Size	**6 1/8”x11 ½”**
Minimum Thickness	**0.007”**
Maximum Thickness	**0.2511 (1/4”)**

Use white envelopes for best legibility. Avoid brilliant, deep colors.

Address Block Location



SPECIFIC FORMAT

DOMESTIC ADDRESS FORMAT

U.S. POSTAL SERVICE
700 R ST
LINCOLN NE 68501-9626
SIX DIGIT AGENCY CODE

XYZ COMPANY
STATE OF NEBRASKA
PO BOX 123
ANYTOWN NE 12345-1234

INTERNATIONAL ADDRESS FORMAT

U.S. POSTAL SERVICE
700 R ST
LINCOLN NE 68501-9626
SIX DIGIT AGENCY CODE

INTERNATIONAL MAIL

XYZ COMPANY
ADDRESS LINE 1
ADDRESS LINE 2
COUNTRY

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.

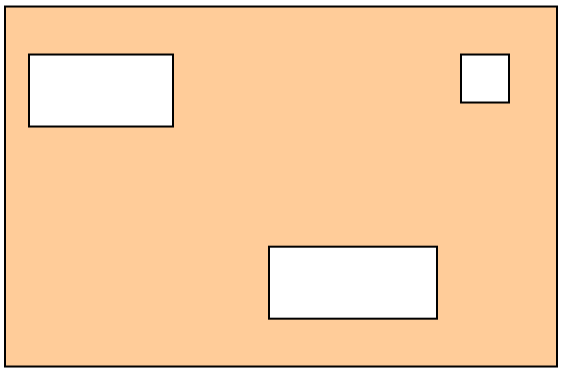
When sending more than six (6) pieces of paper in an envelope, seal before delivering to the Mail Center. (Automated equipment will not automatically seal.)

SIX DIGIT ACCOUNT NUMBER REQUIRED

FLATS

Oversized envelopes, larger than 6 1/8” x 11 ½”
Flats up to 13 ounces are mailed at First Class rates.
Flats not marked “First Class” will be sent “Best Way” (Most Economical).
Must be sealed before delivering to Mail Center.
Use appropriate size envelope for contents.
Automated Equipment cannot accurately weigh envelopes 13” or longer.
Recipient’s Address and Return Address Must be Legible.

SIX DIGIT ACCOUNT NUMBER REQUIRED



TYPE STYLE & SPACING

Eliminate all punctuation, except the hyphen between zip code and +4.
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.

Optical Character Reader (OCR) READABLE
TYPE STYLES, ACCEPTABLE FONTS

AVOID HANDWRITTEN

Recommended Fonts
Maximum Font Point Size: 18
Minimum Font Point Size: 8 (Must Use All Upper Case Letters)
Recommended Font: Arial
Prefer PICA or ELITE 10 – 12 Point Type

As a rule, do not use type styles defined as light, bold, extended, or condensed. Also, do not use italic, highly ornamental, or script-like styles. Stylized and script printing may not be used on mail claimed at automation rates.

UNACCEPTABLE TYPE STYLES

BOLD
EXTENDED
CONDENSED

Italic
Stylized
Script

MISCELLANEOUS

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 Colombia	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	VLY
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

AGENCY LIST

AGENCIES SERVED BY
INTERAGENCY MAIL SERVICE

Agency	Building	Address	Suite/Floor
Abstractors, Boards of Examiners	Atrium	1200 N St	Ste 404
Accountability and Disclosure Commission	State Capitol		11th Fl
Adjutant General – Military & NEMA		1300 Military Rd	
Administrative Services (AS):			
Accounting	State Capitol		Rm 1309
Budget	State Capitol		Rm 1320
Building	Executive Bldg	521 S 14th	Ste 500
	NSOB		LL
Capitol Commission	State Capitol		7th Fl
Central Finance	Executive Bldg	521 S 14th	2nd FL
Chief Information Officer		501 S 14th	
Data Processing (Intergovernmental)		501 Bldg	LL
Director's Office	State Capitol		Rm 1315
Employee Benefits	Executive Bldg	521 S 14th	
Employee Relations	NSOB		1st FL
Materiel	NSOB		1st FL
Print Shop		501 S 14th	LL
Copy Services	NSOB		LL
	Capitol		Rm 1419
Purchasing	NSOB		1st FL
Office Supply Bureau	NSOB		1st FL
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	NSOB		1st FL
Risk Management	Executive Bldg	521 S 14th	Ste. 104
Task Force for Building Renewal	Executive Bldg	521 S 14th	Ste. 509
Transportation Service Bureau		1400 M Street	
Aeronautics		3431 Aviation Rd	Ste 150
Agriculture	NSOB		4th FL
Athletic Commission	NSOB		1st FL
Attorney General	State Capitol		Rm 2115
	Tier One Bldg		
Auditor of Public Accounts	State Capitol		Rm 2303
	NSOB		5th Fl
Banking and Finance	Commerce CT	1230 O St	Ste 400
Barber Examiners	NSOB		6th FL
Blind & Visually Impaired		4600 Valley Rd	Ste 100

Agency	Building	Address	Suite/Floor
College Board		1115 K St	Ste 102
Community Corrections Council	NSOB		5th Fl
Community Corrections Center – Lincoln (CCL)		W. Van Dorn	
Corn Board	NSOB		4th Fl
County-City Government & Health Dept		555 S 10th St.	
Correctional Services (DCS)		Folsom & W Prospector	Bldg1 Double YY
Court Administrator	State Capitol		Rm 1213
Court of Appeals	State Capitol		9th Fl
Credit Union		330 S 16th	
Crime Commission	NSOB		5th Fl
D&E (Corrections Diagnostic & Evaluation)		3220 W. Van Dorn	
Deaf & Hard of Hearing		4600 Valley Rd	Ste 420
Economic Development	NSOB		4th Fl
Travel & Tourism	NSOB		4th Fl
Film Office	NSOB		
Manufacturing Extension Partnership	NSOB		4th Fl
Education	NSOB		6th Fl
Vocational Rehabilitation Services	NSOB		6th Fl
		5143 S 48th	Ste C
Disabilities Determination Unit		7800 S 15th	
Educational Lands & Funds		555 N Cotner	
Educational Telecommunications Commission		1800 N 33rd St	
Electrical Division		800 S 13th	Ste 109
Emergency Management (NEMA)		1300 Military Rd	
Energy Office	Atrium	1111 O St	Ste 223
Engineers and Architects		215 Centennial Mall South	Ste 400
Environmental Quality	Atrium	1200 N St	Ste 400
Equal Opportunity Commission	NSOB		5th Fl
Ethanol Board	NSOB		4th Fl
Fair Board, State	State Fair Park		
Federal Surplus Property		2700 W. Van Dorn	
Fire Marshall		246 So. 14th	
Foster Care Review Board	Executive Bldg	521 S 14th	Ste 401
Game & Parks Commission		2200 No. 33rd St	
Environmental Trust	Ferguson House	700 S 16th	
Geologists Board		215 Centennial Mall S	Ste 400
Governor	State Capitol		Rm 2316
	Mansion	1425 H St	
Policy Research Office	State Capitol		Rm 1319
Grain/Sorghum	NSOB		4th Fl
Health & Human Services	NSOB	Distribution Center	5th Fl
Ag Labs		3701 S 14th	
Health Labs		3701 S 14th	

Agency	Building	Address	Suite/Floor
IS&T	TSB Bldg		
Historical Society		1500 R Street	
Indian Affairs	State Capitol		6th Fl
Industrial Relations	NSOB		5th Fl
Insurance	Terminal Bldg	941 O	Ste 400
Investment Council	Terminal Bldg	941 O St	Ste 500
Labor - Job Training Program		550 S. 16th St	
Labor Safety	NSOB		LL
Work Force Development- Labor		550 S. 16th St	
Greater Nebraska Job Training		1010 O Street	Ste A
Landscape Architects, NE State Board of		215 Centennial Mall S	Ste 400
Land Surveyors		550 N. Cotner	LL
Legislative Council	State Capitol		Rm 1010
Clerk of Legislature	State Capitol		Rm 2018
Executive Board	State Capitol		
Fiscal & Program Analysis	State Capitol		Rm 1007
Ombudsman (Public Counsel)	State Capitol		Rm 807
Legislative Audit Research	State Capitol		Rm 1201
Revisor of Statutes and Bill Drafting	State Capitol		Rm 358
Library, State	State Capitol		3rd Fl
Library Commission	Atrium	1200 N St	Ste 120
Lieutenant Governor	State Capitol		Rm 2315
Liquor Control Commission	NSOB		5th FL
Mexican American Commission	State Capitol		6th Fl
Military		1300 Military Rd	
Adjutant General, Military		1300 Military Rd	
Army National Guard		1300 Military Rd	
Air National Guard		2420 W. Butler Ave	
Emergency Management (NEMA)		1300 Military Rd	
Motor Vehicles	NSOB		1st FL
Motor Vehicle Industry Licensing Board	NSOB		1st FL
Natural Resources	NSOB		4th Fl
Nebraska State Penitentiary		14th & Hwy 2	
Ombudsman	State Capitol		Rm 807
Pardon Board		West Prospector & Folsom	1st Fl
Parole Board		West Prospector & Folsom	Bldg 1
Patrol, State		1600 Highway 2	
SOR, CID		3800 NW 12th St	
Traffic, HQ Troop, K-9		4130 NW 37th St	
Carrier Enforcement Supply		3920 W Kearney St.	
Capitol Security	State Capitol		Rm 1405
Policy Research Office	State Capitol		Rm 1319

Agency	Building	Address	Suite/Floor
Postsecondary Education	Apothecary	140 N 8th	Ste 300
Power Review Board	NSOB		5th FL
Probation Administration	State Capitol		Rm 1207
Professional Practices Commission	NSOB		LL
Public Accountancy Board	Apothecary	140 N 8th	Ste 290
Public Advocacy	Apothecary	140 N 8th	Ste 270
Public Service Commission	Atrium	1200 N St	Ste 300
Racing Commission	NSOB		6th FL
Real Estate Commission	Atrium	1200 N St	Ste 402
Real Property Appraiser Board	NSOB		LL
Records Management Center		440 S 8th St	Ste 210
Retirement Systems	Tier One Bldg	1221 N St	Ste 325
Revenue	NSOB		2nd Fl
	501 Bldg		
Lottery		1800 O St	
Taxpayer's Assistance	NSOB		2nd Fl
Roads, Department of		1500 Hwy 2	
Secretary of State	State Capitol		Ste 2300
Finance & Human Resources	State Capitol		3rd Fl
Election Division	State Capitol		Rm 345
Business Services Division	State Capitol		Rm 1301
Uniform Commercial Code Office	State Capitol		Rm 1301
Corporations Office	State Capitol		Rm 1301
Licensing Division	State Capitol		Rm 1305
Records Management Center		440 S 8th St	Ste 210
ServeNebraska – Volunteer Service Com.	State Capitol		6th Fl
Supreme Court	State Capitol		Rm 2413
Administrator's Office	State Capitol		Rm 1207
Office of Dispute Resolution	Exec Bldg		2nd Fl
Counsel for Discipline of the Nebraska Supreme Court		3808 Normal Blvd	
Office of Judicial Branch Education	Exec Bldg		2nd Fl
Office of State Problem Solving Courts	Exec Bldg		2nd Fl
Tax Equalization & Review Commission	NSOB		1st FL
Treasurer, State	State Capitol		Rm 2005
Unclaimed Property		809 P St	
Child Support Payment Center		233 S 10th St	Ste 100
Uniform Commercial Code – Secretary of State	State Capitol		Rm 1301
University of Nebraska - Lincoln			
Administration			
Educational Telecommunication - ETV		1800 N 33rd	
Regents Hall	UNL		
Veteran's Affairs	NSOB		6th FL
Volunteer Services Com - ServeNebraska	State Capitol		6th Fl
Wheat Board	NSOB		4th Fl
Workman's Compensation Court		1221 N St	Ste 402
	State Capitol		12th&13th Fl

Agency	Building	Address	Suite/Floor
Women Commission, Status of	Ferguson House	700 S 16th	LL
Gasohol	NSOB		4th FL
Lincoln Correctional Center		3216 W. Van Dorn	
Lincoln Regional Center		West Prospector & Folsom	Bldg. 9
Nebraska State Penitentiary (NSP)		14th & Hwy 2	
Property Assessment & Taxation	Gold's	1033 O St	Ste 600

OMAHA AGENCIES SERVED BY
INTERAGENCY MAIL SERVICE

Agency	Building	Address	Suite/Floor
Building Division	Peter Kiewitt Omaha State Office Building	1313 Farnam	3rd Fl
Corrections		1313 Farnam	1st Fl
Education, DDS		1313 Farnam	3rd Fl
Education, Vocational Rehab		1313 Farnam	3rd Fl
Energy		1313 Farnam	3rd Fl
Equal Opportunity		1313 Farnam	3rd Fl
Game and Parks		1313 Farnam	1st Fl
Health		1313 Farnam	3rd Fl
Labor, Safety		1313 Farnam	3rd Fl
Revenue		1313 Farnam	1st Fl
Health & Human Services		1313 Farnam	3rd Fl
Health & Human Services, WIN		1313 Farnam	3rd Fl
Visually Impaired		1313 Farnam	3rd Fl
Arts Council – Joslyn Castle Carriage House	Burlington Bldg	1004 Farnam St	Plaza Level
University of Nebraska – Omaha (UNO)			
Chancellor of University of Medical Center	State Capitol		
Chancellor of University of Nebraska, Omaha	State Capitol		

NOTE
Mail being sent to an agency that is not currently served by the interagency system must be prepared for mailing through the U.S. Postal Service.

BEST WAY CHART

COMMERCIAL ADDRESSES

Delivery Location	Weight	Carrier
In State Zip Codes starting with 680-693	0 – 13 oz	1st Class
	13.1 oz - 3.9 lbs	Parcel Post (See Exception List)
	4.0 lbs – 150 lbs	UPS
Out of State	0 – 13 oz	1st Class
	13.1 oz - 150 lbs	UPS

Exception List
Alliance
Bellevue
Columbus
Grand Island
Hastings
Kearney
LaVista
Lexington
Lincoln
McCook
Norfolk
North Platte
Omaha
Papillion
Ralston
Scottsbluff
Sioux City, IA
South Sioux City
Wahoo

RESIDENTIAL ADDRESSES

It is strongly suggested that any mail sent to a Residential Address be sent via USPS as it is cheaper than UPS.