

MAIL SERVICES GUIDE



CAMPUSES:

Charleston

6375 West Charleston Boulevard
Las Vegas, NV 89146-1164
(702) 651-5721

Cheyenne

3200 East Cheyenne Avenue
North Las Vegas, NV 89030-4228
(702) 651-4356

Henderson

700 College Drive
Henderson, NV 89002-8419
(702) 651-3531

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Academic and Learning Centers

INTRODUCTION

This Mail Services Guide was prepared as a source for you to gain knowledge on services available from the CSN Mail Centers.

This Guide explains topics such as office locations and hours, preparation of mailings, mail standards, classifications and types of services available.

The mission of the Mail Center is to insure that all outgoing mail be metered and placed with the USPS on the metered date and to pick-up and deliver all intra & interagency mail in a timely and efficient manner. Our focus is to meet College needs and expectations pertaining to mailing and to implement cost savings whenever possible.

The more we know about your needs and concerns, the better we can assist you to fulfill them. Please let the Mail Services Staff know how we can help you. If you should have a specific question regarding mail, we urge you to call the Mail Services Supervisor at ext. 4356.

We hope this Guide will be a useful tool for you and, on behalf of the Mail Services staff, we wish you a most successful and productive academic year.

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SERVICES / HOURS OF OPERATION

CHARLESTON

Hours of operation are from 8:00 a.m. to 5:00 p.m.

Incoming interdepartmental mail from the Cheyenne Campus arrives daily Monday through Friday (excluding holidays) usually by 8:00 a.m. This mail is broken down, sorted and distributed no later than 11:00 a.m. daily, at which time all outgoing mail is picked up from each department. The USPS carrier delivers 1st Class Mail to the Charleston Campus Mail room daily between 10:30 a.m. and 2:30 p.m., at which time all mail with postage affixed is taken to the USPS. Please keep in mind that if you have any mail that you must have in the US mail it must be at the Mail Center before 10:30 a.m. The CSN mail truck will return to the Charleston Campus with the outside campus pick-ups between 11:00 a.m. and 1:00 p.m., at which time the courier will pick up all the mail going back to the Cheyenne Campus. The second mail run is completed no later than 3:30 p.m., at which time all outgoing mail is picked up again.

Please make note that if you need anything to get to the Henderson Campus, any of the satellites or UNLV, it must be in the drop box located outside the mail center before 7:30 a.m.

CHEYENNE

Hours of operation are from 8:00 a.m. to 5:00 p.m. (Monday through Friday)

The Cheyenne Mail Center picks up incoming mail from the North Las Vegas Post Office every morning by 9:00 a.m. This mail is broken down, sorted and distributed no later than 11:00 a.m. daily, at which time all outgoing mail is picked up from each department. All outgoing mail to the USPS is then metered. Please make note that the cut-off time for any mail going to the USPS that day must be in the mail center before 2:00 p.m. The CSN Mail truck arrives back at the Cheyenne Campus no later than 2:00 p.m., at which time the courier will take all metered and stamped mail to the USPS. All incoming mail is sorted and delivered no later than 3:00 p.m., at which time all outgoing mail is picked-up again.

Please make note that any mail that you need to get out to Charleston, Henderson, UNLV or any of the satellite campuses the same day must be dropped in the Mail Center before 6:30 a.m. or the day before.

HENDERSON

Hours of operation vary daily between the hours of 10:00 a.m. to 12:00 p.m. (Monday through Friday)

As of March 2011, we no longer have a part time position at the Henderson Mail Center. The Henderson mail run is now part of the CSN Courier route. The courier will bring mail from the Cheyenne, Charleston, UNLV and any satellite campus as well as the mail from the Henderson Post Office. After mail for the Henderson Campus is sorted, the courier will complete one complete mail run. At this time all outgoing mail and mail from the blue mail box in the lobby of the Student Service Building will be collected. All mail going to Charleston will be delivered to Charleston that afternoon as well as all mail for Cheyenne and the USPS.

Please note that any mail you need to get to Charleston, Cheyenne or the USPS needs to be in the blue mail box in the lobby of the Student Service Building before 10:30 a.m.

Please call the Cheyenne Mail Center at 651-4356 if you need assistance from the courier while he is at the Henderson Campus. We will do our best to accommodate your needs.

DAILY COURIER ROUTE

The Cheyenne Mail Center provides courier service over a 120-mile route daily.
The schedule is as follow*:

Monday – Friday

The CSN driver leaves the Cheyenne Campus at approximately 6:45 a.m.
Approximate arrival times are as follows:

Western High Tech Center	7:00 a.m.
Summerlin High Tech Center	7:30 a.m.
Charleston Campus	8:00 a.m.
Sahara West	8:15 a.m.
UNLV (Payroll, Mail Center, & Library)	8:30 a.m.
Las Vegas Presort	9:00 a.m.
Green Valley High Tech Center	9:15 a.m.
Henderson Post Office	9:30 a.m.
Nevada State College	9:45 a.m.
Henderson Campus	10:00 a.m.
Bulk Mail Center	12:00 p.m.
Charleston Campus	1:00 p.m.
Cheyenne Campus	1:30 p.m.

(Only on Tuesdays & Thursdays)

Nellis Center	1:30 p.m.
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Afternoon USPS dispatch from Cheyenne Campus 2:00 p.m.

**Due to variations in traffic and weather and on paydays, these times are approximate. If you want to know an approximate arrival time for your campus, please call the Mail Services at ext. 4356.*

PREPARATION OF MAIL PIECES

The preparation of all mail pieces is the responsibility of each Department; i.e., addressing, packaging, special services and identifying the class of mail. The Mail Centers do not supply packing or wrapping supplies; however the following forms and supplies are available at each Mail Center: Express, Priority, and Federal Express envelopes, boxes, and labels, certified return receipt, insured, signature and delivery confirmation.

For tracking, accountability and security reasons, all official CSN mail and personal mail must bear a correct and full return address. Official CSN correspondence must reflect a department name and sort code. Mail without a full return address will not be accepted by the CSN Mail Center. The return address must be placed in the upper left hand corner with all return address information above the 2 3/4" mark. The proper return address is:

College of Southern Nevada
Department Name
Campus or Center
Name – Sort Code
Your campus street address
Your campus city, NV Zip

Please separate your international mail and interoffice mail from 1st class mail to help in proper handling of your mail.

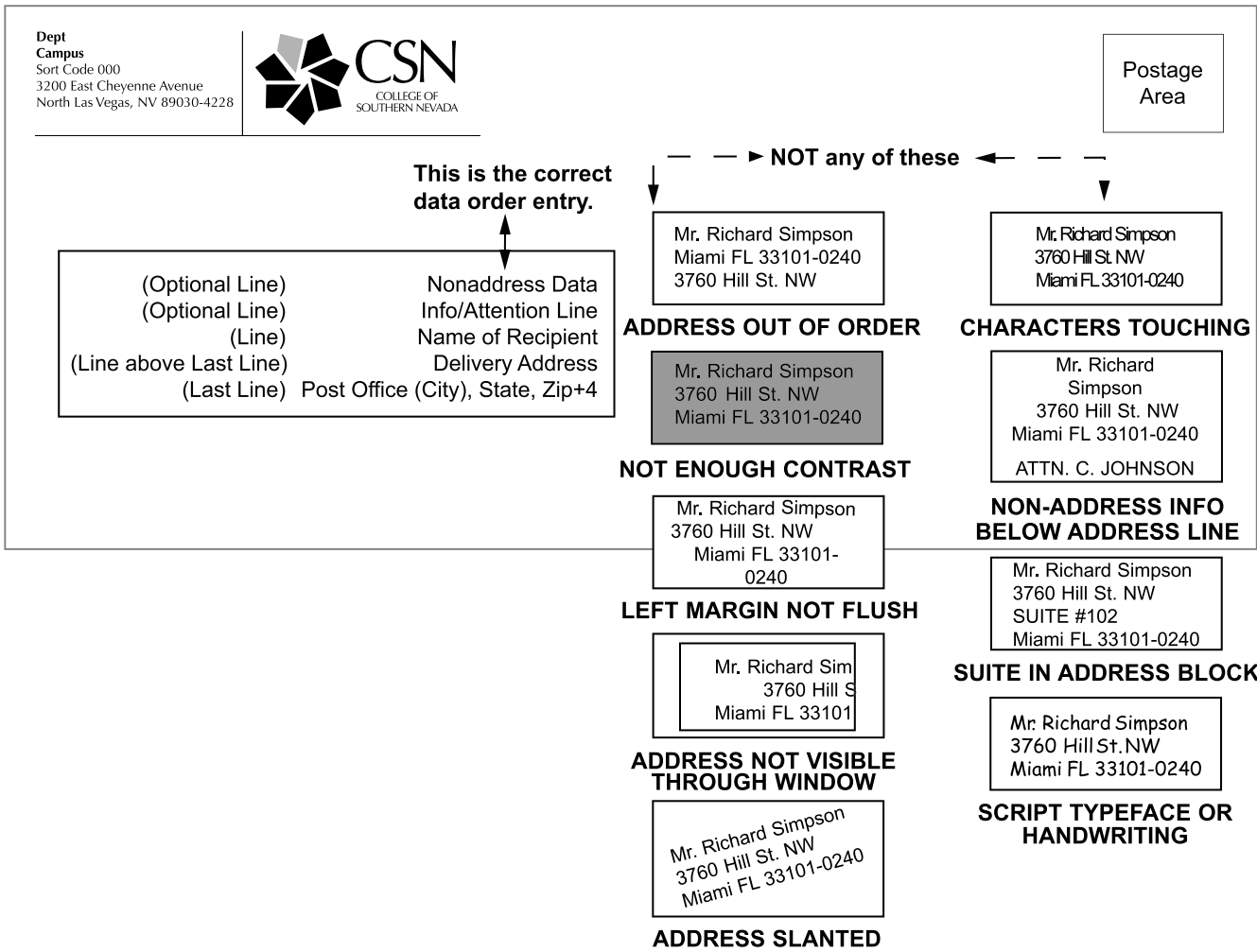
TIPS TO REMEMBER

In order to get the best results from the USPS and to avoid delays we have listed some tips to follow below:

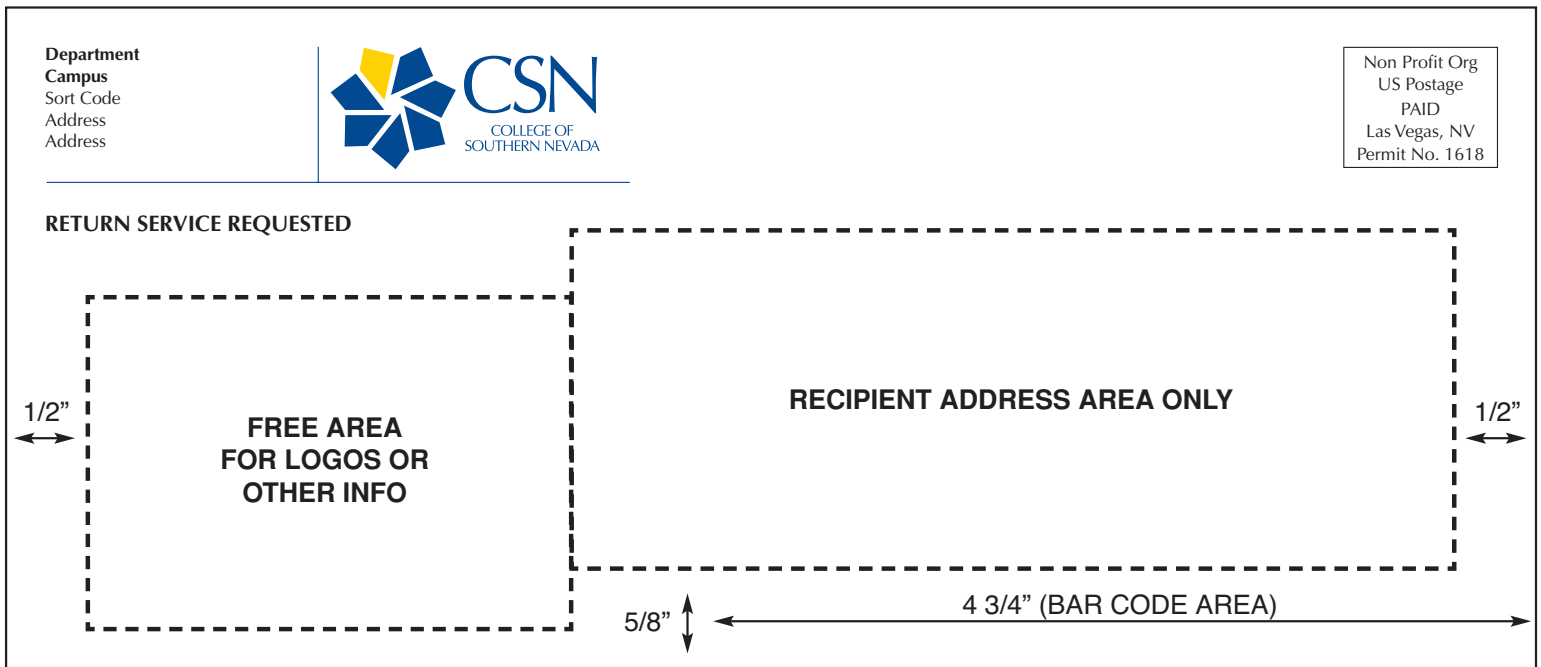
- Type or print from computer the address in all upper case and avoid special fonts
- Maintain uniform left margin (flush left)
- Be sure characters are not too close together, and make sure address lines are parallel with bottom of envelope
- Omit all punctuation and other symbols
- Use the two letter abbreviation for the state (see page 5)
- Include the + 4 in the zip whenever possible
- Be sure that the suite, apartment, building, floor, room numbers are on or above the line with the street address
- Try to avoid handwriting the address or, if necessary, print as neatly as possible
- The line directly above the city, state and zip code is the delivery line. This is the line that the USPS uses to deliver mail, so if a recipient has a street address and a PO BOX, be sure that the actual delivery point is on the correct line
- White envelopes provide best legibility

These guidelines are set by the USPS to enhance service of your mail. The Mail Centers offer assistance in mail preparation to eliminate excessive cost and encourage efficient handling of your mail pieces. If mail is improperly prepared, it may be delayed and/or returned to the originating department for correction.

SOME COMMON ADDRESSING PROBLEMS



GUIDELINE FOR STANDARD #10 ENVELOPE



STATE ABBREVIATIONS

ARMED FORCES THE AMERICAS	AA	MISSISSIPPI	MS
ARMED FORCES EUROPE	AE	MISSOURI	MO
ARMED FORCED PACIFIC	AP	MONTANA	MT
ALABAMA	AL	NEBRASKA	NE
ALASKA	AK	NEVADA	NV
ARIZONA	AZ	NEW HAMPSHIRE	NH
AMERICAN SOMOA	AS	NEW JERSEY	NJ
ARKANSAS	AR	NEW MEXICO	NM
CALIFORNIA	CA	NEW YORK	NY
COLORADO	CO	NORTH CAROLINA	NC
CONNECTICUT	CT	NORTH DAKOTA	ND
DELAWARE	DE	NORTHERN MARIANA ISLANDS	MP
DISTRICT OF COLUMBIA	DC	OHIO	OH
FEDERATED STATES OF MICRONESIA	FM	OKLAHOMA	OK
FLORIDA	FL	OREGON	OR
GEORGIA	GA	PALAU	PW
GUAM	GU	PENNSYLVANIA	PA
HAWAII	HI	PUERTO RICO	PR
IDAHO	ID	RHODE ISLAND	RI
ILLINOIS	IL	SOUTH CAROLINA	SC
INDIANA	IN	SOUTH DAKOTA	SD
IOWA	OA	TENNESSEE	TN
KANSAS	KS	TEXAS	TX
KENTUCKY	KY	UTAH	UT
LOUISIANA	LA	VERMONT	VT
MAINE	ME	VIRGIN ISLANDS	VI
MARSHALL ISLANDS	MI	VIRGINIA	VA
MARYLAND	MD	WASHINGTON	WA
MASSACHUSETTS	MA	WEST VIRGINIA	WV
MICHIGAN	MI	WISCONSIN	WI
MINNESOTA	MN	WYOMING	WY

DIRECTIONAL ABBREVIATIONS

NORTH	N
SOUTH	S
EAST	E
WEST	W
NORTHEAST	NE
NORTHWEST	NW
SOUTHEAST	SE
SOUTHWEST	SW

UNITS

APARTMENT	APT
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
ROOM	RM
SUITE	STE

MAIL STANDARDS

The cost of mailing varies with each classification. As of April 17, 2011, the USPS has changed their rates. Updated rates are noted on the following pages.

A letter must be between the size of 3 1/2" x 5" and no more than 6 1/8" x 11 1/2". It cannot have a thickness of less than .007 inches or more than 1/4 of an inch. If it exceeds these measurements, it must be metered at the flat rate. The flaps on a letter envelope should be at the top when looking at the address. If the envelope(s) are not sealed, *PLEASE RUBBER-BAND TOGETHER WITH FLAPS INSIDE OF ONE ANOTHER (NESTED)*.

A flat is a mail piece that is larger than 6 1/8" x 11 1/2" but less than 12" x 15". It cannot have a thickness less than 1/4 inch or over 3/4 of an inch. If it exceeds these measurements, it must be metered at the parcel (package) rate. If a letter or flat does not bend easily, it has to be metered at the parcel (package) rate. For flats, the flap should be on the right side of the envelope when looking at the address. The one exception to this is when the flap is on the longest side of the envelope. In that case, the flap should be at the top when looking at the address. The department sending the mail piece must always seal flat size mail. Envelopes that are 12" X 15" or larger will be metered at the parcel (package) rate. Also, if a flat size envelope is addressed with the short side on the bottom while looking at the address, it will be metered at the parcel (package) rate.

A post card must be larger than 3 1/2" x 4 1/4" but smaller than 5" x 6" in size.

The address on the face of the envelope should be parallel with the longest side of the mail piece and should conform to the USPS specifications in order to be metered at the lesser rate.

OVERSIZE/ UNDERWEIGHT MAIL

First-class, Standard, and International letter class mail weighing one ounce or less is non-standard if it exceeds any of the following size limits:

- 11 1/2" in length
- 6 1/8" in height
- 1/4" in thickness
- Its aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 2.5 inclusive

There is an additional charge on each piece of mail that is found to be non-standard. In addition, pieces which are less than:

- 3-1/2" in height
- 5" in length
- .007" in thickness (thickness of a postcard)

are not mailable in the USPS and are subject to return.

ENCLOSURES

Non-mailable items include such things as paper clips, glass chips, pens, metal pieces, pins, sand, etc. These items may jam and damage the mailing equipment and may also cause serious injury to the Mail

Center and USPS employees. If sharp items such as pins, pens, glass, or metal are mailed in a first-class single piece letter size envelope, they may be returned. Please use an alternative mailing envelope to mail the above mentioned. If you are mailing a piece in any size envelope that is bound by a spiral or has a spine like a book, please be sure that the spiral or spine side is on the bottom of the envelope.

INTEROFFICE

Interoffice mail consists of college-related material that is delivered to another campus or agency. This mail can be identified quickly by using the manila interoffice or interdepartmental envelopes. Ensure that all previous markings have been masked out completely for proper delivery. The Mail Center has extra interoffice envelopes available. Please do not use white envelopes as they can easily be mistaken for USPS envelopes and may be posted, processed, and sent to the USPS, ending up in a dead letter file. Please help the Mail Center provide proper delivery of internal mail by using the required markings of a full name and mail sort code. If you do use white CSN envelopes or plain white or manila envelopes to interoffice mail, please be sure to separate it from your 1st Class Mail. The mail sort code will help the Mail Center get the mail piece to the proper building and department. The person's name will let the department support staff get the piece to that person.

For a listing of mail codes, consult the CSN online directory or Mail Services on your campus.

USE SORT CODES ONLY – NO ROOM OR OFFICE NUMBERS

INTRACITY

Mail going to another state agency in Las Vegas is intracity. This includes Nevada State College (NSC) and University of Nevada Las Vegas (UNLV). The CSN Mail Courier drives to UNLV and NSC daily.

INTRASTATE

All mail going out of the city must be addressed for delivery by the USPS. This includes Boulder City (B1A), Mesquite (MES) and Moapa (MOP). Please address Boulder City, Mesquite, Lincoln and Moapa with their sort codes as the Mail Center mails their mail to them daily. Any other intrastate mail such as Carson City or Reno needs to have a full address for First Class mailing.

POSTAGE COST FOR OUTGOING MAIL

Campus Mail Centers affix postage to all official CSN mail requiring postage by metered mailing machines. Any mailing from a department that exceeds \$50.00 in one day must be reimbursed by that department. The Mail Services Center will fill out an IV/IX form with the correct costs and other information and then will forward the prepared IV/IX for signature authorization and account numbers to the department. After approval, forward the IV/IX to Financial Services – J1C for processing.

U.S.P.S. PRICE LIST

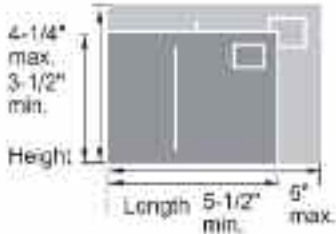
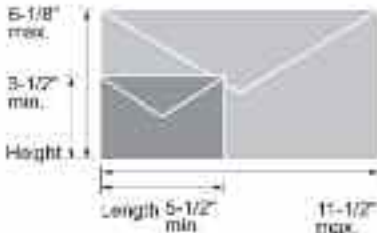
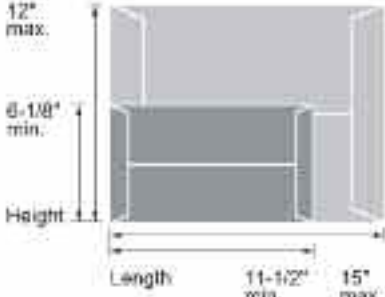
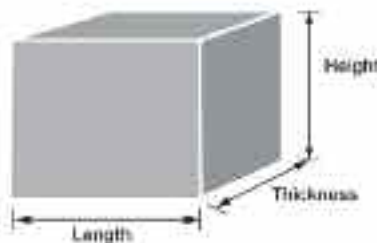
Domestic Quick Reference

First-Class Mail Domestic—Retail

SHAPE	SIZE		PRICE		
Postcards					
	length	minimum 5 inches	maximum 6 inches	Price \$0.29	
	height	3-1/2 inches	4-1/4 inches		
	thickness	0.007 inch	0.016 inch		
Letters					
	length	minimum 5 inches	maximum 11-1/2 inches	Weight Not Over (oz.) 1	Price \$0.44
	height	3-1/2 inches	6-1/8 inches	2	0.64
	thickness	0.007 inch	1/4 inch	3	0.84
				3.5	1.04
Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are also subject to the \$0.20 nonmachinable surcharge.					
Large Envelopes (Flats)					
	length	minimum* 11-1/2 inches	maximum 15 inches	Weight Not Over (oz.) 1	Price \$0.55
	height	6-1/8 inches	12 inches	2	1.08
	thickness	1/4 inch	3/4 inch	3	1.28
				4	1.48
				5	1.68
				6	1.88
				7	2.08
				8	2.28
				9	2.48
				10	2.68
				11	2.88
				12	3.08
				13	3.28
* Flats exceed at least one of these dimensions. Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.					
Packages					
	length + girth			Weight Not Over (oz.) 1	Price \$1.71
	length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)			2	1.71
				3	1.71
				4	1.88
	length the longest side of the package			5	2.05
				6	2.22
				7	2.39
	girth measurement around the thickest part (perpendicular to the length)			8	2.56
				9	2.73
				10	2.90
				11	3.07
				12	3.24
				13	3.41

International Quick Reference

First-Class Mail International—Retail

SHAPE	SIZE	PRICE																																																																							
<p>Postcards</p> 	<table border="1"> <thead> <tr> <th></th> <th>minimum</th> <th>maximum</th> </tr> </thead> <tbody> <tr> <td>length</td> <td>5-1/2 inches</td> <td>6 inches</td> </tr> <tr> <td>height</td> <td>3-1/2 inches</td> <td>4-1/4 inches</td> </tr> <tr> <td>thickness</td> <td>0.007 inch</td> <td>0.016 inch</td> </tr> </tbody> </table>		minimum	maximum	length	5-1/2 inches	6 inches	height	3-1/2 inches	4-1/4 inches	thickness	0.007 inch	0.016 inch	<p>Prices</p> <table border="1"> <tbody> <tr> <td>Canada</td> <td>\$0.80</td> </tr> <tr> <td>Mexico</td> <td>0.80</td> </tr> <tr> <td>All other countries</td> <td>0.98</td> </tr> </tbody> </table>	Canada	\$0.80	Mexico	0.80	All other countries	0.98																																																					
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1. For prices up to 64 ounces, see page 36.

Price Group 1: Canada

Price Group 2: Mexico

Price Groups 3-5: China, Eastern Europe, Hong Kong, Japan, Russia, South Korea, Turkey, Western Europe

Price Groups 6-9: Africa, Asia (see exceptions in Price Groups 3-5), Central America, Middle East, South America

Flat Rate Pricing – Quick Reference

Flat Rate Pricing



Note: Flat Rate prices are available when material is sent in a USPS-produced Flat Rate Envelope or Box. When sealing a Flat Rate Box or Flat Rate Envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container, provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way. Weight restrictions for domestic are 70 lbs. Weight restrictions for Priority Mail International are 4 lbs for the Flat Rate Envelopes, Small Flat Rate Box, DVD and Large Video Box; 20 lbs for the Medium and Large Flat Rate Boxes.

	Retail	Online
DOMESTIC		
Express Mail		
Flat Rate Envelope 12-1/2" x 9-1/2"	\$18.30	\$17.40
Legal Flat Rate Envelope 15" x 9-1/2"	18.30	17.40
Priority Mail		
Flat Rate Envelopes 12-1/2" x 9-1/2" or smaller	4.95	4.75
Legal Flat Rate Envelope 15" x 9-1/2"	4.95	4.95
Padded Flat Rate Envelope 12-1/2" x 9-1/2"	4.95	4.95
Small Flat Rate Box 8-5/8" x 5-3/8" x 1-5/8"	5.20	5.00
Medium Flat Rate Boxes 11" x 8-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"	10.95	10.50
Large Flat Rate Boxes 12" x 12" x 5-1/2" 24-1/16" x 11-7/8" x 3-1/8"	14.95	14.20
APO/FPO/DPO Flat Rate Box 12" x 12" x 5-1/2"	12.95	12.20
INTERNATIONAL		
Express Mail International		
Flat Rate Envelope 12-1/2" x 9-1/2"		
Canada	\$26.95	\$24.79
All other countries	29.95	27.55
Legal Flat Rate Envelope 15" x 9-1/2"		
Canada	26.95	24.79
All other countries	29.95	27.55
Priority Mail International		
Flat Rate Envelopes 15" x 9-1/2" or smaller		
Canada and Mexico	11.95	11.35
All other countries	13.95	13.25
Legal Flat Rate Envelope 15" x 9-1/2"		
Canada and Mexico	11.95	11.35
All other countries	13.95	13.25
Padded Flat Rate Envelope 12-1/2" x 9-1/2"		
Canada and Mexico	11.95	11.35
All other countries	13.95	13.25
Small Flat Rate Box 8-5/8" x 5-3/8" x 1-5/8"		
Canada and Mexico	11.95	11.35
All other countries	13.95	13.25
DVD Flat Rate Box 7-9/16" x 5-7/16" x 1-3/8"		
Canada and Mexico	11.95	11.35
All other countries	13.95	13.25
Large Video Flat Rate Box 9-1/4" x 6-1/4" x 2"		
Canada and Mexico	11.95	11.35
All other countries	13.95	13.25
Medium Flat Rate Boxes 11" x 8-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"		
Canada and Mexico	27.95	26.55
All other countries	45.50	43.23
Large Flat Rate Boxes 12" x 12" x 5-1/2" 24-1/16" x 11-7/8" x 3-1/8"		
Canada and Mexico	35.50	33.73
All other countries	58.50	55.58

MAIL CLASSIFICATIONS

ALL MAIL MUST BE MARKED AS TO THE CLASS REQUIRED TO ENSURE IT WILL BE PROPERLY METERED. IF MAIL DOES NOT CARRY THE REQUIRED MARKINGS, THE PIECE WILL BE SENT 1ST CLASS. UNMARKED PARCELS WILL BE SENT AT THE POSTAL RATE THAT IS MOST ECONOMICAL.

FIRST CLASS MAIL

First Class is anyailable matter. The following materials are considered 1st Class matter and **must** carry postage at the 1st Class or Priority rates:

- 1st Class mail must weigh less than 13 oz. or it is considered Priority
- Matter that is wholly or partially handwritten or typewritten, original or carbon invoices, and post cards
- Sealed envelopes that are closed against postal inspection
- Bills and statements of accounts, regardless of method of preparation or quantity or identical pieces mailed, except authorized enclosures in or attachments to Standard or Package Service mail
- Price lists with written-in figures changing items or prices
- Any Business Reply mail (unless enclosed in a bulk mailing)
- Blank printed forms filled out in writing, including canceled or uncanceled checks

PRIORITY MAIL

Priority mail is 1st Class mail with a probable 2 to 3 day delivery. There is no minimum weight; the maximum weight is 70 pounds. There is a maximum size also of 108 inches in length, width and height combined.

***PLEASE NOTE** – This is a **PROBABLE** service; 2 to 3 days cannot be guaranteed. Priority mail is easily traced by using any accountable service.

GLOBAL PRIORITY MAIL

Services are the same as Domestic Priority except international mailings have a longer travel time. Global Priority mail must contain a customs Form 2976-A.

EXPRESS MAIL and INTERNATIONAL EXPRESS MAIL

Express mail is a fast, high-premium service offered by the USPS and requests for the use of Express mail are to be made only when necessary. Express mail is usually delivered next day, but depending on the time it is received at the Post Office, it may take two days. Express mail is delivered 7 days a week, including holidays (where allowed).

International Express is handled in the same manner; however, International Express usually takes longer than 3 days. The USPS cannot guarantee delivery time as it has no control over foreign delivery.

EXPRESS MAIL
UNITED STATES POSTAL SERVICE

Mailing Label
Label 717, April 2004

Post Office To Addressee

ORIGIN (POSTAL SERVICE USE ONLY)

Origin ZIP Code	Date of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Prior <input type="checkbox"/> End of Day	Postage \$
Carrier Address(es)	Scheduled Date of Delivery	Return Receipt Fee \$
Mo. Day Year	Month Day	DD Form <input type="checkbox"/> Return Fee <input type="checkbox"/> \$
Total Weight <input type="checkbox"/> AM <input type="checkbox"/> PM	Specialized Time of Delivery Morning <input type="checkbox"/> Noon <input type="checkbox"/> End of Day	Total Postage & Fees \$
File Photo or Weight	Post Office	Accounting Corp. In State

DELIVERY (POSTAL USE ONLY)

Delivery Address	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Delivery Attempt	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Delivery Date	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature

NO DELIVERY Mailed Postage

FROM (POSTAL USE ONLY)

TO (POSTAL USE ONLY)

FOR PICKUP OR TRACKING: Visit www.usps.com or Call 1-800-222-1811

STANDARD MAIL

(Formerly Standard (A) and Third Class)

The following is considered Standard mail:

- Booklets • Circulars • Newsletters • Printed Matter • Bulletins • Flyers • Advertising
- Catalogs • Merchandise • Photographs • Product Samples • Small Packages

Each piece of Standard mail must be less than 16 ounces. Anything heavier must be mailed as Package Service or Priority mail.

The standards for size and surcharge assessment for standard matter weighing eleven ounces or less are the same as for first-class mail.

PACKAGE SERVICES

(Formerly Standard (B) or Parcel Post)

The following is considered Package Services mail:

Parcel Post • Bound Printed Matter • Media Mail • Library Mail

Package Services has no minimum weight but a maximum weight of 70 pounds. Insurance and delivery confirmation can be added to these mailings.

PARCEL POST

This service is for single piece mailings which consist of any mailable matter that is not required to be 1st-Class. It is commonly used for gifts and merchandise.

BOUND PRINTED MATTER

Bound Printed Matter must be paid by a permit. CSN does not hold this type of permit. Such mailings must consist of pieces that are held together by permanent fasteners such as glue, spiral binding or stitching. Loose leaf binders are not considered permanent. 90% of the sheets must be printed by any other process than handwriting or typewriting. It must not contain personal information and cannot include stationery such as pads of blank printed forms.

MEDIA MAIL

Media Mail is generally used for books (at least eight pages), film, printed music, printed test material, sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information and computer readable media. Advertising restrictions apply. Media Mail must weight 5.2 oz. or more.

LIBRARY MAIL

Library Mail is used by qualifying institutions like libraries, universities, zoos, and research institutions to mail educational and research material.

INTERNATIONAL MAIL

International mail is not required to follow the same format as domestic mail. Do not abbreviate international addresses. Use the complete spelling of a foreign city, province, or country, with the full name of the country spelled out in English and in all capital letters on the last line. Custom tags are required on any parcel and letter-class mail weighing 16 oz. or more. There are two different types of custom tags. Please see the samples of these forms on the following page and the examples provided. Any international mailing sent via International Express or Global Priority must have a custom tag affixed regardless of weight. Most items are mailable to foreign countries; however, there are certain restrictions. It is important to properly prepare customs forms when required. When customs declarations and documentation are not filled out correctly, the items may be impounded by foreign customs until the addressee makes arrangements for clearance and the payment of whatever duties are required for the release of the item(s).

Please see the following page for samples of all International forms.

FEDERAL EXPRESS

All campus Mail Centers provide Federal Express service. Only the Mail Centers contact Federal Express for pick-up, if you have a Federal Express, please contact the Mail Service to handle the pick-up. Any and all Federal Express shipments that you need out that day must be brought to the Mail Center before 2:00 pm, with the exception of Henderson Campus. Henderson Campus Federal Express shipments must be brought to the blue mail box in the Student Service building before 10:00 am. If you know that you will have Federal Express mailing, please call the Mail Center at ext. 4356 or 3531 in advance so we can make arrangements to pick your shipments up. If you have a Federal Express mailing that you need to get out and it is after the 2:00 pm cut-off time, please give us a call and we can locate a drop off location where you can take the package. All Federal Express supplies are available in the Mail Centers at each campus. The information provided on the Federal Express airbill is extremely important to our billing process and to Federal Express. Please make sure that the correct Federal Express account number is provided in the appropriate location of the airbill along with the Department and/or name of person sending the shipment. International Federal Express has two different airbills. Please verify with Mail Services that you are using the correct airbill and that all pertinent information is provided.

PLEASE SEPARATE PACKAGE SERVICES AND INTERNATIONAL MAIL FROM FIRST CLASS MAIL AND AFFIX A NOTE STATING ITS CLASSIFICATION.

***FOR UPS, DHL, AIRBORNE EXPRESS, FEDERAL EXPRESS GROUND AND FOR MULTIPLE AND EXTRA LARGE SHIPMENTS OVER 70 POUNDS, YOU MUST CONTACT YOUR RECEIVING DEPARTMENT. CHEYENNE RECEIVING EXTENSION IS 4239, CHARLESTON RECEIVING EXTENSION IS 5766.**

ACCOUNTABLE SERVICES

Accountable mail requires a signature by the recipient or is tracked by another method. When using these special classes of mail, always weigh accountability and security against normal mail service processing times. Accounting will slow down your transit time.

CERTIFIED MAIL

This provides the sender with a mailing receipt and a record of delivery is maintained at the recipient's USPS. A return receipt may be used in conjunction for further proof of delivery for an additional fee. Certified Mail is only available for 1st Class and Priority mail. Certified is not available for International mail and insurance is not provided with Certified mail.

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

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

OFFICIAL USE

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Postage Required)		
Restricted Delivery Fee (Postage Required)		
Total Postage & Fees	\$	

Send To

Street, Apt. No.
or PO Box No.

City, State, ZIP+4

PS Form 3800, June 2005 See Reverse for Instructions

RETURN RECEIPT

Return receipt is your proof of delivery. It is available to use in conjunction with Certified, Insured, Registered and Domestic Express mail, but is not available for use alone. There is an option of restricted delivery in which case only the person to whom the mail is intended for can sign for the piece.

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.	A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee
1. Article Addressed to:	B. Received by / Printed Name) C. Date of Delivery
2. Article Number (Transfer from service label)	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
PS Form 3811, February 2004	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. 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes

Return Receipt Front

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 *

Return Receipt Back

INSURED

This allows reimbursement for domestic mail that has been lost, rifled or damaged. Insurance can be obtained to insure up to \$5,000.00; however, coverage will only cover the actual value of contents of the mailing. For insurance higher than this, the Registered service must be used. Insured service can be used with 1st Class, Priority and Express mail.

U.S. Postal Service[®]
INSURED MAIL RECEIPT

OFFICIAL USE

Postage	\$	<input type="checkbox"/> Fragile <input type="checkbox"/> Liquid
Insurance Fee		<input type="checkbox"/> Perishable
Restricted Delivery Fee (Domestic only; endorsement required)		Insurance Coverage
Special Handling Fee		Postman Hand
Return Receipt Fee (Except for Guarantees; endorsement required)		
Total Postage & Fees	\$	

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

PS Form 3813-P, May 2004 Use Reverse for Instructions

REGISTERED

The Registered mail system is designed to provide added protection for valuable mail. Postage insurance may be purchased to cover articles valued up to \$25,000.00. Registered Mail is the most secure mail the USPS offers. It incorporates a system of recipients to monitor registered articles from the point of acceptance to delivery. Return Receipt and restricted delivery services are available. Registered mail should only be used when you want to insure your mail for more than \$5,000.00 and also send it 1st Class. Registered mail requires every seam be covered with brown/filament tape and daubed by the USPS. The department requesting the registered mail will be responsible for taking it to the USPS for acceptance. If a receipt of the mail delivery is all this is required, consider using Certified mail. Please note that there will be a delay in the processing of these types of letters by the USPS as great care is taken when handling these pieces.

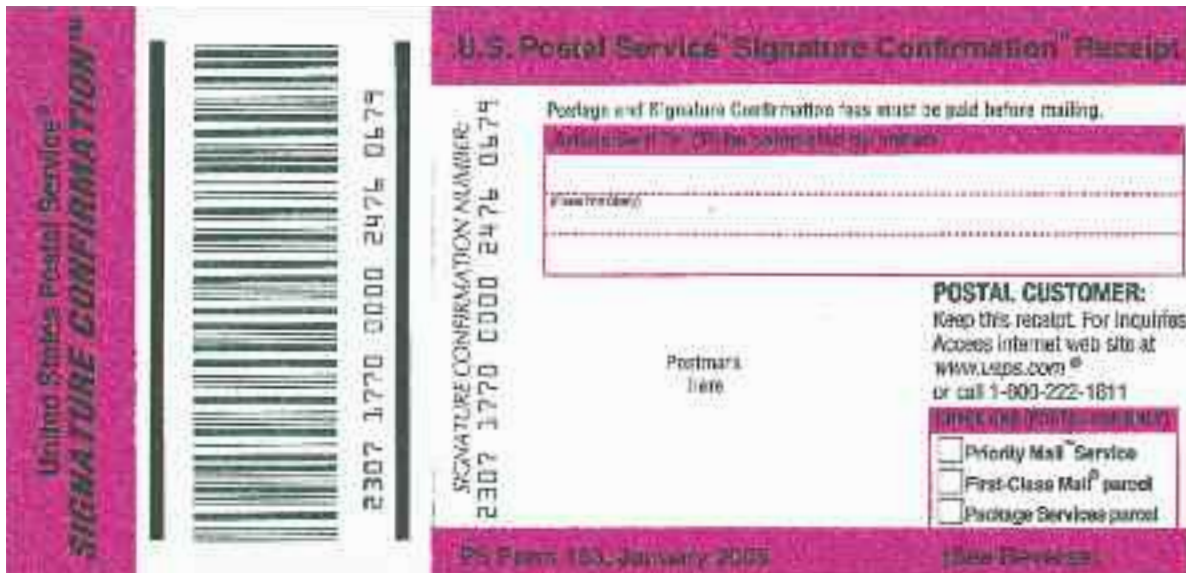
DELIVERY CONFIRMATION

Delivery Confirmation provides information about the date and time of delivery or attempted delivery by using the tracking number. This service is only provided for Priority letters and packages.



SIGNATURE CONFIRMATION

Signature Confirmation provides the confirmation of delivery or attempted delivery date upon inquiry. The actual signature can be requested via fax or mail. This service is only available for Priority, Parcel Post, Bound Printed matter and Library Mail.



BULK MAILINGS

Mail Services is fully automated, making the process of sending large mailings efficient while saving money. The minimum for any bulk mailing is 200 pieces. Each piece must weigh less than 16 oz, unless it is a 1st Class Presort, then every piece must weigh less than 11.9 oz. Every envelope or piece must be identical in size, weight and content. Self-folded mailers are acceptable as long as they are tabbed in the appropriate places. Please contact the mail center to get correct instructions on tabbing if your department is going to prepare the mailing. There are three types of bulk mailings, Standard Presort, 1st Class Presort and Non-Profit; all three are discussed below. There are many USPS rules and regulations that must be

followed in order for these mailings to qualify for the highest discount possible. Please note that International Mail is not permitted to go at these discounted rates. After the bulk mailing is completed and taken to the USPS, we will print a receipt from USPS Gateway and complete and IV/IX to send to your department for approval. After approval, please forward the IV/IX to Financial Services – J1C. Please plan ahead in preparing any mailing. Many times we get a request for a mailing the same day the Department wants it sent out. Please allow at least three days for the processing and delivering of any mailing. Also note that most bulk mail will take at least two to three business days for the recipient to receive. The Mail Center offers a class to the faculty and staff on these subjects, please contact the Mail Services supervisor if you are interested in this class.

PLEASE CONTACT THE MAIL CENTER BEFORE THE PRINTING OF ANY MAILING TO MAKE SURE ALL USPS RULES ARE FOLLOWED. PLEASE REMEMBER THAT BULK MAILINGS TAKE 1 to 3 WORKING DAYS TO GET DELIVERED BY THE USPS.

STANDARD PRESORT

Standard Presort mailings are manually prepared and sorted by the department responsible for the mailing. Presort mailings are slightly more expensive and time consuming than a mailing that is fully automated. Addresses must be typed and contents must not contain personal information. These pieces require the NON-PROFIT indicia on the envelope and must be completed as follows:

The mail center provides containers to use to place your mail pieces while preparing your mailing. Mail pieces must be arranged in numerical ZIP code order from the smallest number in front. This is easily accomplished by printing the mailing labels in numerical order by their zip code. The USPS requires an exact count of how many pieces are in each 890, 891 and miscellaneous zones and to keep them separated from each other. Please count how many pieces are in each group and place a note containing the count in each container. Mail Services will then finalize the processing of the mailing. Please call us if you need us to pick the mailing up from your department.

1st CLASS PRESORT

1st Class Presorts must not have hand written addresses or any hand writing within the mailing itself. 1st Class Presort is a little more expensive than Standard Presort but less expensive than regular 1st Class mail. Content of 1st Class Presort may contain any type of information. We can process 1st Class Presort in two ways: if the pieces are already complete and addressed, we will affix the appropriate postage on the pieces. If Mail Services does the mailing from start, the envelopes will be printed with the 1st Class Presort indicia and then Mail Services can spray the addresses and barcode. 1st Class Presort envelopes must have an ancillary services printed on them. "Return Service Requested" is the service that Mail Services uses.

NON-PROFIT BULK MAILING

In order to utilize this Permit and to qualify for the lowest postage rate, certain USPS regulation requirements must be followed. These mailings must be sponsored by the College and must be substantially related to the mission of the institution in order to qualify as Non-Profit. To ensure that your mailing meets the criteria, please fax, mail or bring down a copy to Mail Services to verify. There are strict postal regulations on Standard Presorts and Non-Profit mailings and if there are corrections that need to be made, it is essential that they are corrected before beginning the process. At the time we verify the mailing, an Approval and Certification form will be filled out, signed and a copy will be given to you. If you will be requesting envelopes or flyers from Printing Services for your mailing, please be sure to inform Mail Services so that the proper indicia is printed on the envelopes. There is no meter imprint available for this indicia, so if envelopes are not pre-printed, the staff in your department will need to hand stamp the indicia on all the envelopes. The return address on all these pieces must bear COLLEGE OF

SOUTHERN NEVADA (spelled out) along with the complete campus address including your department. Please see page 3 for the appropriate format for the return address.

College of Southern Nevada
Qualification for Non-Profit Status/Automated Mailing

Non-Profit _____ **Automation** _____ **Presort Rate Only** _____
(See Recommendations Below to Qualify for Non-Profit Status)

Title of Mail Piece _____ Date Approved _____

Contact Person _____ Department _____

Qualified through USPS? Yes _____ / Date _____ No _____

Qualified for Automated Mailing? Yes _____ / Date _____ No _____

Mail Center Recommendations to Qualify for Non-Profit Status

Mail Center Employee Signature _____

AUTOMATION PROCESS

The Cheyenne Mail Center is fully automated with software and an address sprayer to CASS certify your mailing addresses, address and barcode your mail pieces. The final product is sorted and certified to USPS standards and ready for mailing at the lowest postage allowed. This process eliminates the need for manual application of labels and sorting the mailing in zip code order. Departments need to provide an approved mail product and a database file containing mailing addresses. We prefer excel (.xls) or (.csv) but accept Access and Dbase files also. These databases can be e-mailed to automation.cheyenne@csn.edu or thumb drives can be sent to the Mail Center at the Cheyenne Campus – M1A. We will return your thumb drive after the mailing is complete.

BUSINESS REPLY

Business Reply envelopes can be printed for any department to insert into any mailing. These envelopes are pre-printed from Printing Services. Please contact Printing Services at ext.4355 for pricing information. These envelopes may increase your department’s response level as you are providing pre-paid envelopes for your customers/students to return their information to you.

MAILER SERVICES AVAILABLE

SEALING

Automatic sealing of gummed envelopes for mailing is provided for any business-size envelope. Please leave flaps open with envelopes nested inside one another. This allows envelopes to bypass the culling, facing and the sorting process and move directly to the sealing and metering machine. Improperly prepared mail may be returned to the department. Large manila envelopes must be sealed by your department.

FOLDING & STUFFING

Mail Services at the Cheyenne Campus can fold and stuff your mailing (up to 4 sheets) into a regular #10 envelope. There is a fee of \$.02 per envelope which we will bill to your department after the mailing is complete.

PERSONAL MAIL

Per the Nevada Administration Manual Section 1206.0, personal mail is not to be handled in conjunction with college mail. You may deposit your sealed, addressed and pre-stamped personal mail for pick up or in the mailboxes located at each campus and we will take it to the post office with our regular business mail; however, we cannot be held accountable for any lost, stolen or damaged personal mail. If there is not a return address on a letter that also does not contain a stamp, the mail will be taken to the USPS where they may place it in a dead letter file.

PLEASE DO NOT USE THE COLLEGE ADDRESS FOR ANY PERSONAL MAIL. IT WILL BE RETURNED TO SENDER.

The Mail Centers do not handle any monetary transactions. We do not sell stamps, postage or envelopes. We cannot weigh personal mail to advise how many stamps or how much postage is required. We cannot provide any packing supplies or services for personal mail.

RETURNING MAIL TO SENDER

When an employee has separated from the college, it is the Department's responsibility to have their mail forwarded and/or contact the sender to update their information. After a semester, the former employee's name will be removed from the Department's mail box label and any mail will be returned by the Mail Center.

If you have mail that you would like returned to sender, please make a note on the mail piece(s) and place it in your outgoing mail receptacle.

FORWARDING/CHANGE IN SORT CODE

It is the faculty or staff member's responsibility to have mail forwarded to a new sort code. Please contact HR and OTS if you have moved so that they may change your information in the online directory and be sure to contact your Mail Services with your updated sort code.

CAMPUS DISTRIBUTIONS

If you have a campus-sponsored handout or flyer that you would like to be mass distributed throughout the college community, Mail Services can assist. Please indicate the exact instructions for class of delivery. There are 5 classes for distribution purposes that can be specified:

- Classified
- Professional (Administrative/non-teaching)
- Professional (Faculty) – This includes Deans, Counselors and Department Chairs.
- Faculty (Full-time Professors and Instructors)
- Adjuncts (Part-time instructors and LOAs)

The Mail Center can give you an approximate count of each class at each campus if you need to know for printing purposes.

If you are doing a mailing and are applying labels, please be sure to include sort codes along with names. In addition, we request that you sort and separate the pieces by campus and bundle by sort codes. Please keep in mind that the Mail Center will require at least a day for staff to receive these distributions.

If you have a large distribution and do not have the staff to prepare the mailing, Mail Services would be glad to assist you. We can fold, stuff, and even label a distribution as long as you send us a database of recipients or exact directions on campus distributions. We will, however, send an IV/IX for any services such as folding, stuffing and spraying.