**Mail Preparation Guidelines**

Standard letter with flap at the top No sealing charge for envelopes with flaps above postage area

**Postage Meter Area**

**1-1/4” x 3” area must remain clear from all printing or other marks**

**Place 8 digit speed type here**

University of Colorado

Mailing Services

60UCB

Boulder, CO 80309

John Smith

123 4th Street

Boulder, CO 80301

**4-3/4” X 5/8” area must remain clear for bar-coding**

**To facilitate the processing of mail being sent off campus:**

* Put an **8 digit** speed type on each piece or bundle of mail. Mail without a speed type could be delayed or returned.
* Separate foreign mail from domestic mail and campus mail from off campus mail
* All Mail must be for official University business only, and have a CUreturn address.
* Mail going to foreign addresses:
  1. The country name must be written in full – no abbreviations
  2. Contents and declared value must be included for all packages.
* An invoice is required for all USPS special services - including certified, registered, insured, and express mail; and for all FedEx and UPS shipments.
* Mail requiring extra labor such as sealing may be subject to extra fees or delays in mailing.

**Other helpful shipping information**

* The Mailing Services Website is located at:

<http://www.colorado.edu/facilitiesmanagement/distmail/mailing/index.html>

* Access the website to arrange pickups online or print a copy of the Mailing Services IN.
* Federal Express has the State contract for ground and air shipments, and will use them as the default carrier for all shipments – unless UPS is specified. Street addresses are required.
* The maximum size for a package is - 165” in length plus girth, and 150 lbs.
* For information on the best way to prepare and ship packages, call the Meterline at 2- 2445