**Services — Business Reply Mail, Express Mail, Registered Mail, Certified, Insured, Special Delivery**

**Express Mail**

Domestic and International Express mail service is the most expensive type of mail offered by the U.S. Postal Service.  Domestic Express mail guarantees overnight delivery service of malleable material up to 70 pounds to most zip codes in the U.S. International service can be used to send documents and small packages to over 100 foreign countries. However, next day service guarantees are not possible internationally. Express mail is insured against loss, damage, or rifling at no additional cost. For specific insurance information, please contact the Meterline. The deadline for guaranteed same day processing of mail is 3:00 P.M. However, Mailing Services will process Express mail after the deadline if time allows.

Any Express article sent via USPS must be accompanied by an Invoice specifying the service requested.

**Registered Mail**

Registered mail is the most secure method of sending valuables through the mail system and provides the sender with written evidence of mailing.  This service is offered for both domestic and international mail.  There is a fee to register mail in addition to the postage, and a value must be declared for the mail at the time of mailing.  The registry fee for domestic mail will be determined by the declared value.  The maximum declared value for international mail is quite low; however, it remains the most secure method of sending international mail.  Domestic registered mail must be processed at the first class postage rate.  Several service levels are available for international registered mail.  A return receipt for registered articles may be requested to show written evidence of delivery.

An envelope or parcel prepared for registered mail must be sealed so that any unauthorized opening will break the seal.  Parcels may be wrapped in brown paper and must be securely sealed with plain paper or cloth tape on all seams of the article.  If a parcel is heavy or bulky, reinforce it with strapping tape before wrapping and sealing.  Padded envelopes are not accepted for domestic registered mail.

Envelopes or parcels improperly or insufficiently prepared will not be accepted for mailing.

NOTE:  Wrapping paper and tape used on registered articles must be able to absorb a postmark.  Slick plastic tapes are not acceptable.

Any registered article sent via USPS must be accompanied by an Invoice specifying the service requested.

**Certified Mail**

Certified mail is a DOMESTIC service only.  It provides a record of mailing for the sender, but does not provide any indemnity coverage.  The record of delivery is kept at the destination post office.  Certified mail must be sent first-class.  A return receipt may be requested to show written evidence of delivery.

Any certified article sent via USPS must be accompanied by an Invoice specifying the service requested.

**Insured Mail**

Postal insurance - up to $500 - may be purchased domestically for standard mail, as well as standard matter mailed at the first class rate.  Fragile items must be well packaged with cushioning materials; heavy or bulky parcels must be reinforced with filament tape.  Packages that appear to have been insufficiently prepared will not be accepted for mailing.  A return receipt may be requested to show written evidence of delivery for mail that is insured for more than $50.00.

International postal insurance is available to some countries for parcel post only.  The insurance limits vary from country to country.

Mailing Services insures mail through the USPS, UPS and a private insurance carrier.

NOTE:  The USPS will not reimburse mailers in amounts higher than proven value.  Don't over-insure your packages.

Any insured article sent via USPS must be accompanied by an Invoice specifying the service requested.

**Special Delivery**

Special delivery is available for a fee under certain conditions.  Mail that has special delivery service will be given expedited delivery only when it is received at the post office of destination.  Special delivery is not recommended for mail addressed to a Post Office box or to other colleges and universities.

NOTE:  Payment of a special delivery fee does not insure safety of delivery or provide for the payment of indemnity.

Any special delivery article sent via USPS must be accompanied by an Invoice specifying the service requested.

**Return Receipts**

RETURN RECEIPTS: These furnish the mailer with proof of delivery. Return receipts may be obtained for Express, registered and certified mail, as well as insured mail valued at more than $50.00. The return receipt is returned to the mailer after the article is delivered to the addressee.

NOTE: The fee for a return receipt does not insure the article against loss or damage.