### Preparation of Metered Mail - Departmental IN's, CU Returns Address, Foreign Mail

### **Speedtypes** –

Use of a departmental IN (Invoice) is optional for processing First Class daily mail.  If an IN is not used, the speed type should be written in the upper left hand corner of the individual piece or on the top piece of each bundle. Any individual piece or bundle of outgoing daily business mail requiring postage must have valid speed type included.  The speed type on a piece or bundle authorizes Mailing Services to post that mail and recharge the department. Mail without a speed type will be delayed, and could be returned to the department.  Avoid any writing in the upper right hand corner of the envelope, or along the bottom of the envelope 5/8” from the bottom.

**Departmental/ Mailing Services Invoices** –

An IN, is required for any USPS special services (i.e. registered, express, certified, or insured mail) and all UPS or Fed Ex services.  In addition, all IN's for UPS or Federal Express shipments must include the street address of the recipient.  This information serves as a tracking record for your parcels.  Please be specific as to the service requested.  IN’s will not be processed without an authorizing signature and a valid account number.

**University of Colorado department return address** –

A CU return address must appear on each piece of mail to be sent off campus.  This policy is to ensure compliance with the Colorado Revised Statutes 24-30-1111 regarding the penalty for private use of State installed postage meters.

**Foreign Mail** –

Foreign mail should be separated from domestic mail and clearly identified to ensure that it will be processed with the correct postage.  All foreign addresses must have the destination country spelled out in full (no abbreviations).  Any USPS, UPS or FedEx packages being shipped to a foreign destination that have a commercial value or over 1 lb., must include a description of contents and value for customs.  This includes packages sent to APO addresses.  Failure to include this information may result in a delay in shipping the package.

**Default classes for processing mail** –

**Unmarked domestic mail** will automatically be processed at the first class rate.  To avoid paying higher postage rates than necessary, consider lower rates such as media or library mail and mark the desired rate on the mailing piece.  If it is necessary to have the same day post mark on your mail, put a note on the piece or bundle, stating “Today’s post mark required.”

**Unmarked Foreign mail** will automatically be processed at the air letter class or air parcel post class if over 4 lbs. To avoid paying higher rates than necessary, consider economy letter post or economy parcel post rates, and mark your package accordingly.