Automation Discounts & Package Services
Webinar Handout Presented by
Mail Services & Human Resources
Current Postage Rates

- Because the rates increase every year (usually late Jan.), we ask you to go to [www.kent.edu/mailservices](http://www.kent.edu/mailservices) and click on the link to Mail Services Pricing, where you will find a quick reference of Mail Services pricing and current USPS postage rates.
- Additionally, you could visit [http://pe.usps.com/text/dmm300/Notice123.htm](http://pe.usps.com/text/dmm300/Notice123.htm) for a complete listing of rates for each specific class of mail.

*Mail Services is dedicated to help find the most cost efficient method to transport your outgoing mail; let us know how we can help you and your department.*
Presorted Mail
Automated Mail
POSTNET Barcode

Basic

Delivery Point

ZIP+4 Barcode

Frame Bar

Correction Character Frame Bar

5-Digit ZIP Code

+4 Code

Retired Jan, 2013 Check Your BRE’S

Angela Boswell
4724 Lincoln Ave NW
Grand Rapids MI 49504

Kent State University
Excellence in Action
# Intelligent Mail Barcode

## Intelligent Mail Barcode for Letters and Flats: 6-Digit and 9-Digit Mailer IDs

<table>
<thead>
<tr>
<th>Barcode ID (2N)</th>
<th>Service Type ID (3N)</th>
<th>Mailer ID (6N)</th>
<th>Serial Number (9N)</th>
<th>Routing Code (0, 5, 9, or 11N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2</td>
<td>3 4 5</td>
<td>6 7 8 9 10</td>
<td>11 12 13 14</td>
<td>15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

### Intelligent Mail barcode

**AD7070**
ROBERT HAGHT
ACCOUNT MANAGER
NEW CHANNEL DIRECT
2659 CENTER RD
HINCKLEY OH 44233-9562

### Intelligent Mail tray barcode

**XYZ CORPORATION**
INTERNATIONAL FALLS, MN

### Intelligent Mail container barcode

SCF SAN FRANCISCO CA 940STD FLTS SCF BC/NBC
Business Reply Mail

Return Address Area

BUSINESS REPLY MAIL
FIRST-CLASS MAIL  PERMIT NO. 000  WASHINGTON DC

POSTAGE WILL BE PAID BY ADDRESSEE

ATTN ACCOUNTS PAYABLE
ALEXANDER ENTERPRISES
PO BOX 6805
WASHINGTON DC  20260-9900

½” minimum between bars and ZIP Code

2½” maximum

Kent State University
Excellence in Action
Kent State University’s Official BRM #s:

• 44240-9920 is for letters
  (in # 9, 10, 6 x 9 or 6-3/4 envelopes)

• 44240-9919 is for Labels or Flats
  (larger than 6-1/8 x 11; 9 x 12 for example)

• 44240-9987 is for Post Cards
  (4-1/4 x 6 max)
BRM Format

• NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

• BUSINESS REPLY MAIL
BRM Format (continued)

The return address area

The delivery address area
BRM Format (continued)

Mail Services can produce accurate designs for BRM
Shipping via the USPS

Postal Shipping Options

Express Mail
- Overnight Guaranteed
- No Surcharges
- Free Pickup
- No Dimensional Weighting
- 365 Day Delivery
- Saturday Pickup and delivery
- Mailbox access
- Delivery with regular mail

Priority Mail
- 2-3 Day Delivery
- No Surcharges
- Free Pickup
- Dimensional Weighting only >1 cubic foot
- Flat Rate options
- Online Discounts
- Free Eco Supplies

First Class Packages
- 1-3 Day Delivery
- Free forwarding and return
- Ounce-based pricing
- Presort discounts available
- Delivery and Signature Confirmation
- No hidden surcharges
- Payment Options

Tracking
- Delivery Confirmation
  Check for current rates
- Signature Confirmation
  Check for current rates

Tracking
Tracking/Parcel Visibility

Delivery Confirmation Scan Process

Mailer

Origin Post Office

Origin SCF

Destination SCF

Delivery Post Office

Residence

Scan Visibility at 6 points
Surcharges
The devil is in the detail!

“Almost 40% of total shipment costs are now made up of add-on charges.”

Parcel Magazine Feb. 2007
# Surcharge Examples

<table>
<thead>
<tr>
<th>SURCHARGES</th>
<th>USPS</th>
<th>UPS</th>
<th>FedEx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel Surcharge - Air</td>
<td>N/A</td>
<td>8.50%</td>
<td>8.50%</td>
</tr>
<tr>
<td>Fuel Surcharge - Ground</td>
<td>N/A</td>
<td>5.50%</td>
<td>5.50%</td>
</tr>
<tr>
<td>Additional / Special Handling (USPS = (&lt;10 lbs. / &gt;10 lbs.)</td>
<td>$7.40/$10.40</td>
<td>$8.00</td>
<td>$7.50</td>
</tr>
<tr>
<td>Address Corrections - Ground</td>
<td>N/A</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Address Corrections - Air</td>
<td>$.10-$0.26</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Chargeback for Consignee Billing Shipment</td>
<td>N/A</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>C.O.D.s</td>
<td>$5.50</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Declared Value (amt. per $100.00 in value/ Min. charge)</td>
<td>N/A</td>
<td>$0.70/$100/$2.10</td>
<td>$0.70/$100/$2.10</td>
</tr>
<tr>
<td>Delivery Area Surcharge - Commercial</td>
<td>N/A</td>
<td>$1.70</td>
<td>$1.70</td>
</tr>
<tr>
<td>Delivery Area Surcharge - Residential</td>
<td>N/A</td>
<td>$2.50</td>
<td>$2.50</td>
</tr>
</tbody>
</table>
USPS Click-N-Ship for Business is a free desktop computer program to create your shipping labels.

https://www.usps.com/business/click-n-ship-for-business.htm
The Bottom Line

The U.S. Postal Service® provides exceptional service while helping you reduce your shipping costs. Partner with a reliable, trusted, and environmentally friendly shipper.
KSU Mail Services

- [www.kent.edu/mailservices](www.kent.edu/mailservices) Click on Work Order
- Our Services include:
  - Folding from 11 x 17 & 8-1/2 x 11 to letter-size or ½
  - Inserting up to 8 pcs. into a business envelope
  - Processing lists through NCOA for list hygiene
  - Ink jet addressing, with barcodes for Automated Mailings
  - In-line tabbing of wafer seals for self-mailers
  - Stamp sales and letter mailing
  - Package processing
  - Sorting & delivering your incoming and on-campus mail including USPS packages
Contact Information

• www.usps.com
• www.kent.edu/mailservices

Steve Finley, Manager, Mail Services
  330-672-8703  sfinley7@kent.edu

Brett Edwards, Supervisor, Mail Services
  330-672-8706  bedward3@kent.edu

MAIN MAIL SERVICES NUMBER  330-672-2164

Bill Leitzel, List Processing  wleitzel@kent.edu

April Miller, Mail Specialist  amille4@kent.edu

Matt Staveski, Mail Specialist  mstavesk@kent.edu
Before Our Time is Up, Any Questions?

Thank You!