

## Addressing & Mailing Services

Addressing & Mailing Services is a unit of Auxiliary Services at the University of Minnesota. We can help with your mailing needs, large and small. Services available include:

- » Daily first class mail processing and presorting
- » Full service inserting, addressing, metering, sealing, folding, and tabbing
- » Handwork and matching
- » Small to large package shipping, including domestic and international options
- » Personalized and variable data printing and mailing in collaboration with University Printing Services
- » Custom envelope printing
- » Non-profit, first class, and marketing mail options
- » Working with data specialists and postal software to ensure your mailing lists maximize postage discounts
- » Consulting with departments to ensure mailing pieces meet postal requirements

---

### Addressing & Mailing Services

ph. 612-626-0222  
mailing@umn.edu  
**mailing.umn.edu**

Manager: Tom Lucas  
612-625-5097  
lucas009@umn.edu

  
**ADDRESSING  
& MAILING  
SERVICES**

UNIVERSITY OF MINNESOTA

190 Printing Services Building  
2818 Como Avenue S.E.  
Minneapolis, MN 55414-2893  
Campus Delivery Code 5402



# Mailing News

*for the*  
University Community

---

*January 2017*

A publication from



**ADDRESSING  
& MAILING  
SERVICES**

---

UNIVERSITY OF MINNESOTA

**mailing.umn.edu**

## USPS Price Change

Effective January 22, 2017

The USPS is raising prices in several mailing categories. Most increases are nominal. The notable changes for Addressing & Mailing Services customers are highlighted below:

Category	Current Rate	Rate Effective Jan. 22, 2017
One ounce letters	\$0.47	\$0.49
Forever Stamps	\$0.47	\$0.49
One ounce flats	\$0.94	\$0.98
Additional ounce letters/flats	\$0.21	\$0.21
One to three ounce parcels	\$2.62	\$2.67 *Now up to 4 oz.
Additional ounce parcels	\$0.19	\$0.18
Metered letters	\$0.465	\$0.46
One and two ounce presorted first class letters (Addressing & Mailing Services Customer Rates)	\$0.399	\$0.403 *Now up to 3.5 oz.

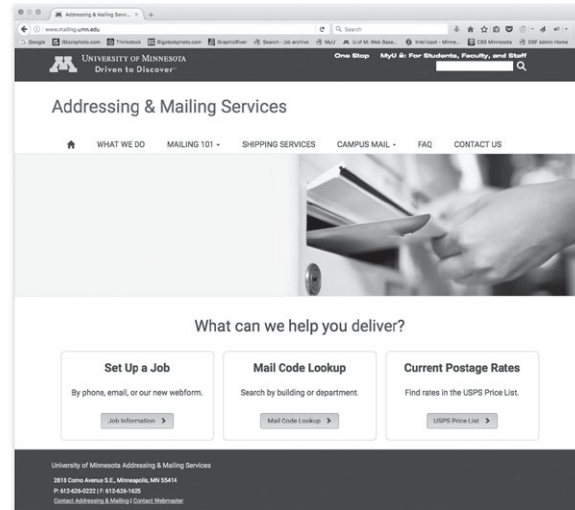
## Marketing Mail

The USPS has re-branded Standard Mail as Marketing Mail. New Name. Same Rates and Service level.

## Check Out Our New Website!

We've done a major overhaul on our website to make it more informative and useful for the University community. Find out about our Daily First Class Mail program. Look up a Campus Mail Code. Or start a new job request using our new web form. We welcome your feedback.

[www.mailing.umn.edu](http://www.mailing.umn.edu)



## Savings Opportunity for Mailing Pieces Up to 3.5 oz.

If your department is sending first class mailings that weigh between 2 and 3.5 ounces, there is a new incentive from the USPS that could return significant savings to your department.

In an effort to entice customers towards traditional mailing services for heavier mailings, including multiple pages or return envelopes, the USPS will allow pieces up to 3.5 oz. to be mailed at the 1 oz. rate. However, *this incentive applies ONLY to presorted first class mail!* Costs for presorted, up to 3.5 oz. mailings are currently \$0.403 versus \$1.12 standard first class rate (a savings of \$0.717 per piece!)

If you are already participating in the Addressing & Mailing Services Daily First Class Mail Program, you are currently receiving these discounts. If not, please contact us. We'll be happy to work with your department and determine if presorting your first class mail could be worthwhile.