



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Saving on Postage

University Mail Services

August 2017

Top Three Ways to Save Money

- Presort Service
 - Use this instead of First Class

- Courier Service
 - Use this instead of Express Mail

- Bulk Mail Service
 - Use this instead of First Class or Presort



Presort Service

- Letters only
- Sent to Raleigh for barcode spraying
- U.S. Post Office discounts about \$.06 per piece




Presort Service Conditions

- Mail takes one day longer
- Envelopes must be #10 size
- Return address flush with the left side
- No wide spacing or **bold**/*italic* lettering



UMS Postage Authorization Slip

CB# 1895
AS CM Campus Mail Int



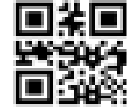
UNCCH-20180-224800-12001-*****

Postage Charge Authorization
UNC Chapel Hill

Name:

Phone:

Date:



1018588

Service	#Pcs*	Service	#Pcs*	Service	#Pcs*
<input type="checkbox"/> 1st Cls Presort Disc	<input type="text"/>	<input type="checkbox"/> Book	<input type="text"/>	<input type="checkbox"/> International (Air__ Surface__)	<input type="text"/>
<input type="checkbox"/> 1st Class Full Charge	<input type="text"/>	<input type="checkbox"/> Bulk	<input type="text"/>	<input type="checkbox"/> Registered (Rtrn Rcpt?___)	<input type="text"/>
<input type="checkbox"/> Standard - B	<input type="text"/>	<input type="checkbox"/> 1st Class Permit	<input type="text"/>	<input type="checkbox"/> Express (Rtrn Rcpt?___)	<input type="text"/>
<input type="checkbox"/> 1st Class Priority Rate	<input type="text"/>	<input type="checkbox"/> Library (restricted use)	<input type="text"/>	<input type="checkbox"/> Insured (Amount \$___)	<input type="text"/>
<input type="checkbox"/> Canada/Mexico	<input type="text"/>	<input type="checkbox"/> Other_____	<input type="text"/>	<input type="checkbox"/> Certified (Rtrn Rcpt?___)	<input type="text"/>

NOTE: Unless designated, all mail sent 1st class (no special handling) *Optional

For use by Mail Services



Courier Service

- Express delivery between NC state agencies
- Letters, flats or parcels
- Cost is about 30% less than express service options!



Courier Service Conditions

- Need Courier # of the “mail-to” location
 - <http://www.doa.nc.gov/msc/couriermail.aspx>
- Mail must be addressed to North Carolina state agencies



UMS State Courier Mail Form

Postage Charge Authorization Slips

Click Get Standard Slips or Get State Courier Mail Slips below. You'll receive a QR coded page that identifies your charge account.

Select File-Print and your slips will be sent to your printer.

***Required Fields**

Onyen _____

Name _____

Email * _____

Phone _____

Chartfield String * _____ Lookup

External Charge Code _____

Department Name * _____

Campus Box * _____

Number of slips* 1 2 8 12 24

Auto Fill Slips with name and phone entered

Print duplicate slips for your records. For each requested slip, a "watermarked" duplicate will also print for your records (cannot be used for mailings)

GET STANDARD SLIPS

GET STATE COURIER MAIL SLIPS

NOTE: Once you have printed a slip do NOT copy it for future use. Each slip has a unique number and reuse of that number will cause your mail to be rejected. You may copy the slip after it is filled in for your individual records.



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Bulk Mail Service

- Domestic mail of 200-5000 same-size pieces
- Shipment time of 10-20 days
- Must complete Bulk Mail Request form with UMS
- Cost is about 30% discounted



Bulk Mail Service Conditions

- All sealed with no outer staples
- All addressed (domestic only)
- In ZIP CODE order



UMS Bulk Mail Form

Bulk Mail Request

*Required Fields

Onyen _____

Name _____

Email* _____

Phone _____

(Chartfield String*) _____ Lookup to list accounts

External Charge Code _____

Department Name* _____

Campus Box* _____

Vendor Name* _____

Vendor Contact* _____

Vendor Phone* _____

SUBMIT REQUEST

CLEAR FORM



Top Three Ways to Save Money

- **Presort Service** instead of First Class
 - Save \$.06/piece
- **Courier Service** instead of Express Mail
 - Save 30%
- **Bulk Mail Service** instead of First Class or Presort
 - Save 30%



Questions or comments?