Rate Change Update for April 2011

The Postal Regulatory Commission has notified the U.S. Postal Service that price changes announced Jan. 13 satisfy the requirements of the law and will take effect April 17.

The first U.S. Postal Service mailing services price change in two years will have minimal impact on retail customers who will continue to pay only 44 cents for a stamp.

Price changes of note for retail customers include the following:

- First-Class Mail letters (1 oz.) remain unchanged at 44 cents,
- First-Class Mail additional ounces increase to 20 cents,
- Postcards will cost 29 cents,
- Letters to Canada or Mexico (1 oz.) increase to 80 cents, and
- Letters to other international destinations will remain unchanged at 98 cents.

Prices will also change for other mailing services, including Standard Mail, Periodicals, Package Services and Extra Services. Larger volume business mailers will see price increases in a variety of categories. Detailed pricing information is available online at www.usps.com/prices.
Shipping Delays
Be aware that weather delays are very possible this time of year with the changing of the climate. Delays around the world can be caused by snow, flooding, tornadoes, hurricanes, tsunamis, etc. So keep in mind how the weather may affect the delivery of your letters and packages to their destination.

Recently in Egypt and Libya, all shipping was ceased due to recent events. Service to Egypt has since been restored. Libya remains ceased. Due to these countries having ceased deliveries, the countries mail service will be slow to deliver the mail held over the lapsed time. All countries will be doing their best to have the mail delivered in a timely manner.

Tidbit’s From Tom
Well I’m coming up on my one year anniversary here as the Administrative Officer for Central Mail Services and would like to share some information with you that I have observed during that tenure. These are do’s and don’ts to ensure that you receive the best services possible.

Campus Mail: For the most part, you have been doing a great job ensuring that campus addresses are completed properly. However, we still get envelopes omitting the building name or the department name. Sending mail address to Jane Doe/room 217 delays the delivery. CMS will send this back to the origin department for a better address.

Metered Mail: We have very few problems with this type of mail. One of the problems we have encountered is the color of the mail piece. Our meter ink is fluorescent red. Therefore, this will not show on Red, Black or extremely dark envelopes. If we meter them, the USPS scanners will not be able to read the metered postage and will return them back to you and double your cost to mail it. If changing the envelope is not an option, you can place a blank white label, 3 inches wide by 1 ¾ inches in height in the upper right corner.

Another problem area is folded sheet/sheets of mail that are folded in half or tri-folded. These must be taped on all three open sides; this prevents the mail from jamming the machines and other mail from getting inside of the folded piece. Also stapling these mail pieces will result in an additional fee.

Shipping Parcels: CMS is staffed by experienced and knowledgeable associates in UPS, FedEx and USPS shipping. Please feel free to contact us for solutions to all your shipping needs.
**Personal Mail:** According to the K-State Policy and Procedure Manual, chapter 7825.010 mail delivery is for university business mail only. This includes campus mail also. We do pick up personal stamped USPS mail as a courtesy to our customers. No processing is required for this mail. We simply drop it in a mail bag for pickup by the Manhattan Post Office.

**Things to come:** Soon we will be offering the **USPS Priority Mail Regional Rates Box**. There will be two types of boxes, side load and top load, with different dimensions and weight limitations. The boxes combine the speed and convenience of Priority Mail shipping with zone pricing to reduce the cost. We will also be offering **Critical Mail** for your important, time-sensitive materials that require tracking and secure delivery. Critical Mail delivers consistently in 1 to 3 days based on destination. Flat rates apply for Critical letters up to 3.0 ounces and ¼ inch thick and Critical Mail flats up to 13 ounces and ¾ inches thick. Stay tuned for more on these new products.

Tom Filippino  
Central Mail Services, Administrative Officer

**Barbs Eco Corner**

**Tip:** If you live in a home or apartment that has individual mail box drop that you either clip outgoing mail to the outside of the box or raise the flag, to notify the mail carrier of out going mail, be aware of what you place at your box. Putting the flag up not only notifies the mail carrier but notifies thieves that you have outgoing mail. With identity theft on the rise, it is recommended to take your bills to a post office or place them in USPS locked mail box, such as a Federal Blue Mail Box. Your bills have important information on them. Such as your Weststar Energy bill that may contain your payment check or has your written credit card info on the statement for them to bill you with. This mail could compromise your wallet if stolen.

**Reminder**

Central Mail Services wants to remind departments to keep sending us the mail pieces that you no longer want to receive. Some companies have mailings printed a year before they are mailed so removing a name from their mailing list takes time. When sending unwanted mail back, please do not mark out the address or name with a marker. Simply draw **one line** across the address **corner to corner** so the name and address is still visible. The company or business needing to change the address must be able to see the incorrect address.
If your department has moved, you need to contact K-State webmaster at webmaster@ksu.edu to change your address on the department search white pages for KSU. Mailers are frequently referred to this page to verify the address for your department. Also if you change departments or on campus mailing address please be sure to update your personal address on the A & K list. You can do so by contacting Karen Hunter of Printing Services at khunter@ksu.edu. This will cut down on the use of unnecessary paper.

**Media Mail**

Media Mail is a rate used for books, film, printed manuscripts, printed music, printed test materials, sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical informational, videotapes, and computer-recorded media like CDs and diskettes. **Media Mail cannot contain advertising**, with the exception of books that contain incidental announcements of other books and sound recordings that may contain incidental announcements of other sound recordings.

**Media Mail cannot contain personal correspondence.**

**Marking and Addressing**

Mark each package "Media Mail" in the postage area. If you do not have the package marked tell the clerk that it is Media Mail before the package is weighed for postage. This ensures your package will have correct postage and the clerk can mark the package appropriately. All Media Mail packages must bear the sender's return address and must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 Code.

**Size Limits**

The combined length and girth, the distance around the thickest part, should not exceed 108 inches. The maximum weight for a package is 70 pounds.

**Media Mail is subject to Postal Inspection**

Media Mail is subject for inspection by the postal service. Regardless of physical closure, mailing articles at Media Mail prices constitutes consent by the mailer to postal inspection of the contents. Upon such inspection, matter not eligible for the Media Mail rate may be assessed at the proper rate and sent to the recipient postage due or the sender may be contacted for additional postage.

An invoice maybe included in the package. No personal correspondence can be on the invoice. Personal correspondence is a personal note or greeting from one person to another.
Dasvidania, Adiós, Ma'as Salaam, Au Revoir, Aloha Shalom, Auf Wiedersehen, Chow, Goodbye!!!

I have enjoyed working for KSU Central Mail Services and the Contract Post Office these last 3 years. I have met a lot of people, made a lot of friends and answered many of your questions. It has been very exciting to work here, never a dull moment. (People mail the strangest of things.) The reason I will be leaving is because my husband has received a new job in western Kansas so we will be relocating. I will miss you all and miss Manhattan, especially the climate, less wind than western KS and Call Hall ice cream.

I would like to THANK all of you for being such wonderful customers and for making this job very . . . interesting, oh, the stories I could tell.

Because I will be leaving my email address will be no longer valid. If you have any questions please contact Central Mail Services or the Contract Post Office via email to Tom Filippino at tomf@ksu.edu or Loleta Sump at loleta@ksu.edu or you can call Central Mail Services at 532-7751 or the Contract Post Office at 532-6306.

Thank you for you patronage,
Elena Billings
Postal Clerk
Administration Specialist
elenab@ksu.edu

A Note from the KSU Post Office

There is a new face behind the counter at the KSU Post Office, Colleen Moran. Feel free to stop by and introduce yourself, let her know where you work and what you do here on campus. She is very excited about getting to work in the KSU Post Office and meet all of you. Her email is m1223125@ksu.edu. The KSU Post Office and Central Mail Services is glad to have her working with us.

Also keep in mind our business hours are 8:30 to 3:30 Monday through Friday, our entrance is on the West end of Dykstra Hall right next to Throckmorton and we do have shipping supplies available behind the counter. http://www.k-state.edu/facilities/cms/cpo/supplies.html

To find our web site from www.ksu.edu search the directory by office for Central Mail Services. The directory is found in the top right hand corner of the K-State main page.