

THE K-STATE CARRIER

April 2015

Issue No. 65

NEWS FROM CENTRAL MAIL SERVICES

NEWS, TIPS AND POINTERS

From the administrative officer

Change of Route Times

Effective July 1, Central Mail Services will begin conducting the daily pickup and delivery mail routes at 9 a.m. rather than the current 1 p.m. time. Twice-a-day service to Anderson Hall will continue at 9 a.m. and 3 p.m. Additionally, we will continue to receive and distribute express and accountable mail early in the day. Please be assured that if you have anything requiring urgent attention, we will do whatever we can to assist. If you have a large mailing that needs to have postage applied but is not ready for the 9 a.m. pick up, just give us a call at 532-7751. We will come, pick up the mailing, process it and get it to the vendor by the end of the day.

This change will positively affect outgoing mail and shipments. Our presort vendor picks up our first class letter mail at 1:30 p.m. This means your outgoing presort first class mail will be metered and sent out on the same day, rather than being held over for the next day. Our shipping vendors will continue their late afternoon pick-up times, so packages will not be affected. Please contact Jay Henning at jayh@k-state.edu if you have questions.

Thank you for your continued support of Central Mail Services!

Envelopes for large paper quantities

Lately, we have been sending out more large envelopes (9 1/2" x 12 1/2" or larger) that have abnormally large amounts of paper in them. If you send these out, please coordinate with me for priority mail Tyvek envelopes. We

have envelopes that are specifically designed to protect these shipments. We have had numerous shipments sent in brown paper envelopes that did not make it to their destination intact. These envelopes were not made for the additional handling and stress placed on them by thick amounts of paper. Additionally, thick amounts of paper are heavier, which place these packages at priority mail weight (13 ounces or more) anyway, so you may as well use the free priority mail packaging that the USPS provides for these shipments.

USPS Price Changes

Effective April 26, there are numerous price increases for certain USPS services. These price changes will be included in greater detail next month, but here are a few highlights. Please note that priority mail domestic prices and first class Forever stamp prices will not change.

- First-class parcels up to three ounces are increasing to \$2.54. Each additional ounce is 20 cents, up to a 13-ounce parcel for \$4.54.
- First-class postcards are increasing to 35 cents.
- First-class metered letters are increasing to 48.5 cents.
- First-class presort letters are increasing to 43.9 cents.
- Additional ounces for flats and letters are increasing to 22 cents per ounce.
- Business reply postcards are increasing to 40.5 cents.
- Business reply one-ounce letters are increasing to 54.2 cents.
- Business reply two-ounce letters are increasing to 76.2 cents.
- International stamps, postcards, and one-ounce letters are increasing to \$1.20.

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centralmailservices@k-state.edu

NEWS FROM CENTRAL MAIL SERVICES

NEWS, TIPS AND POINTERS (CONTINUED)

Website

If you haven't visited the CMS website lately, I invite you to take a browse. Check out our newest updates — including our mission, vision, and values statements and electronic information sheets — and let us know when something needs updated. Our website is:

<http://www.k-state.edu/facilities/operations/cms/>.

Thank you for your continued support!

Jay M. Henning

Administrative Officer

Central Mail Services

Kansas State University

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Departmental moves

If your department moves to another building on campus, please let us know as soon as possible. We will supply a change of address card allowing your address to be corrected in the USPS system. Additionally, we have a departmental form for you to fill out for our local files. This form can be found at <http://www.k-state.edu/facilities/cms/forms.html>. Select the fifth form, labeled "Department Change of Address." Please fill this out and either scan and email to me, or place the original in a campus envelope and send to Central Mail Service at 109 Dykstra Hall.

When you fill out information sheets and submit them with your packages, please include a phone number for the recipient. If UPS or FedEx has a phone number, they are able to call the recipient if there is a mistake in the address. This could potentially save you an address correction fee.

Mailing supplies for departments

CMS now has supplies available for charges back to the departments. On those days when you can't seem to scrounge up a box or envelope the right size, or you don't feel like expending the energy needed to look for one, you can bring your shipment to us and we can pack it for you (within the



parameters of our boxes) and will charge it back to your department. These are the products we have available and the prices shown include our surcharge:

- Shipping box, 14" x 10" x 7" for \$1.618
- Shipping box, 8" x 8" x 8" for \$2.017
- Padded mailing envelope, 6" x 10" for \$1.732
- Padded mailing envelope, 12.5" x 18.25" for \$1.026
- Clasp gummed envelopes, 10" x 13" for \$0.285
- Clear mailing tape roll with dispenser for \$2.770

Waste-Free Mail

Waste-Free Mail is a company CMS works with that coordinates with vendors to ensure that their catalog mailing list is updated. Before companies mail catalogs, Waste-Free Mail emails us a list of names for the K-State employees they have on a list, often on short deadlines. Our address correction clerk ensures that these employees still work at K-State. If they do, we contact them to see if they still want to receive these catalogs. This cuts down on unnecessary mailings. As an example, XYZ Corporation knows that they are going to mail catalogs a month from now. XYZ coordinates with Waste-Free Mail and sends them a list of 80 names to which XYZ is going to send catalogs. Waste-Free Mail sends us a list of possible K-State recipients. We sort through the list and delete former employees, then contact others on the list to see if they want to still receive the catalog. In one instance, we e-mailed 99 people to ask if they still wanted the catalog, we only received 59 responses back. Please respond to these emails in a timely manner.

NEWS FROM CENTRAL MAIL SERVICES

NEW OR HIGHLIGHTED STAMPS



Inverted Jenny (2013)

This is not a new stamp, but one that I am highlighting. For all of you philatelists out there, this is one you will want in your collection. If you are not into stamp collecting, these stamps come in

a souvenir sheet of \$12. There are six \$2 stamps that you can apply to any piece that needs more than \$2 of postage and drop off at our contract postal unit during normal business hours.



\$1 Patriotic Wave — Two formats

Bringing a contemporary vibe to the traditional red, white, and blue, \$1 Patriotic Wave is one of two similarly designed high-denomination stamps issued by the U.S. Postal Service in 2015. The other stamp is \$2.

\$1 Patriotic Wave features red and blue intersecting lines on a white background in an abstract pattern, reminiscent of billowing flags. A portion on the lower right side of the stamp provides white space to display the numeral “1” in red. This unique design lends a patriotic appearance to packages, envelopes and other mailings.

Art Director/Designer: Antonio Alcala, Michael Dyer

Issue date: January 12, 2015



Batman

Sheet of 20 stamps | Forever 49 cents

These self-adhesive stamps are being issued in sheets of 20.

For 75 years, Batman has protected Gotham City from the forces of evil.

Since his debut, he has become one of the most iconic super heroes in history. This year, the U.S. Postal Service chronicles the evolution of the character, from his origins to present day.

Art Director/Designer: Greg Breeding

Issue date: October 09, 2014



Celebrity Chefs

Sold individually for 49 cents. Three stamp formats.

The five chefs honored on these stamps — James Beard, Julia Child, Joyce Chen, Edna Lewis and Felipe Rojas-Lombardi — revolutionized our understanding of food. Seeing cooking as a source of delight, they invited us to feast on regional and international flavors and were early but ardent champions of trends that many foodies now take for granted. As they shared their know-how, they encouraged us to undertake our own culinary adventures.

These stamps feature digital illustrations depicting the five chefs in a style meant to resemble oil paintings. The selvage design is intended to represent a white china plate resting on a fine linen tablecloth.

Art Director/Designer: Greg Breeding

Issue date: September 26, 2014



Farmers' Markets

Sold individually for 40 cents. Three stamp formats.

The U.S. Postal Service celebrates the abundance and bounty of America's farmers' markets with four colorful, se-tenant stamps depicting a table laden with products found at a typical farmers' market. The stamp on the far left includes various baked goods, artisan cheeses and eggs. The produce on the second stamp includes vegetables and fruits. Cut flowers adorn the third stamp. The stamp on the far right features live plants. Most items bear handwritten labels that identify the product and its price.

Art Director/Designer: Greg Breeding

Issue date: August 07, 2014

NEWS FROM CENTRAL MAIL SERVICES

NEW OR HIGHLIGHTED STAMPS (CONTINUED)



Robert Robinson Taylor

Sold individually for 49 cents. Three stamp formats.

The 38th stamp in the Black Heritage series honors architect and educator Robert Robinson Taylor (1868-1942). For more than three decades, Taylor supervised the design and construction of the Tuskegee Institute in Alabama while also overseeing the school's programs

in industrial education and the building trades. He is believed to have been both the first black graduate of the Massachusetts Institute of Technology, or MIT, and the country's first academically trained black architect. Through his calm leadership and quiet dignity, he earned the admiration of colleagues and students alike while expanding opportunities for African Americans in fields that had largely been closed to them.

Art Director/Designer: Derry Noyes

Issue date: February 12, 2015



Vintage Rose

Sold individually for 49 cents. Three stamp formats.

As a universal symbol of love, a rose adds a sentimental touch to correspondence. Vintage Rose, a Forever stamp for all occasions, can be used for wedding RSVP

cards and thank-you notes, Mother's and Father's Day cards, Valentine's Day cards, birthday cards, sympathy cards, thinking-of-you cards, or for any time a beautiful stamp is fitting.

Art Director/Designer: Jeanne Greco, Greg Breeding

Issue date: February 14, 2015



Wilt Chamberlain

Sold individually for 49 cents or in a commemorative sheet of 18 for \$8.82.

Two stamp formats.

This year, the U.S. Postal Service celebrates the life of basketball superstar Wilt Chamberlain (1936-1999). On the court, he was a force of nature. The 7-foot-1-inch center dominated the NBA for more than a decade, setting a

plethora of individual records. As a pro, he led his teams to two NBA championships, and in 1962 he scored an NBA record 100 points in a single game.

Art Director/Designer: Kadir Nelson, Antonio Alcalá

Issue date: December 05, 2014



Year of the Ram

Sheet of 12 sold for \$5.88.

Ring in the Lunar New Year with treats, noise and celebration! A wooden candy tray, known as the chuen-hop, or Tray of Togetherness, highlights the 2015 Year

of the Ram stamp from the U.S. Postal Service, eighth in the Celebrating Lunar New Year series. The Year of the Ram begins on Feb. 19, 2015, and ends on February 7, 2016.

In the U.S. and elsewhere, the occasion is marked in various ways across many cultures; parades featuring enormous and vibrantly painted papier-mâché dragons, parties, and other special events are common. Many families set out a candy tray, like the one depicted in the stamp art, to provide guests with an assortment of dried fruits and candies for a sweet beginning to the new year. Drums are played to celebrate this time of renewed hope for the future, with drumsticks sometimes painted red for luck. Firecrackers are set off to ward off evil spirits. Red envelopes (hong bao) containing money are given as gifts to children and loved ones.

Art Director/Designer: Ethel Kessler

Issue date: February 07, 2015