• University departments receive instant savings of **$.03 per mail piece** on postage costs by using the [Pre-Sort First Class](#) mail program. It’s easy to prepare your outgoing mail according to the requirements of the program.

• Screen your mailing list for unnecessary names, duplicates and incomplete addresses.

• **Use “Certified” instead of “Registered”** mail whenever possible. It costs less and still provides a receipt and notice of delivery to the sender.

• Do not over-insure. The post office and shippers will pay only the actual value of an item, not the declared value.

• Use postcards for short messages or announcements. The cost is 1/3 less than sending an envelope.

• Combine mailings when possible into a larger envelope for distribution at the location.

• Use Business Reply envelopes provided by vendors instead of department envelopes.

• FAX the information when time is crucial instead of using Express Mail.

• If you do need something sent overnight, use USPS Express Mail Flat Rate shipping or FedEx since these services are quicker and more economical.

• Request [Library and Media](#) rates whenever possible. Savings can be as much as 50% of the cost of [First-Class](#) mail but it is slower.

• Use intra-campus envelopes for on-campus mail. Use regular business envelopes for off-campus mailings only.

• Use [Standard /Non-Profit mail](#) whenever possible; savings can be as much as 30-40% per mail piece.

• Use [Business Reply](#) instead of Prepaid Postage because you only pay postage on mail pieces that are returned.

• Use the most cost-effective shipping method: USPS Priority mail instead of Express, First-class instead of Priority mail or Media mail instead of First-class.

• Use the smallest package or envelope that is practical for your mail piece. Whenever possible, fold your outgoing mail and use a #10 business envelope rather than a larger, flat style.

• Request a signature on Express mail only when absolutely needed. There are now charges for signatures at residential and some business addresses.

• If you purchase 9” x 12” or 10” x 13” envelopes, order plain white or manila and not the ones with the green "First-Class" logo.

• To avoid potential damage to the envelopes and contents, use only 'peel-n-seal' or self-stick large envelopes, not the clasp type. There is a handling charge assessed by the U.S. Postal Service on clasp-style envelopes when used for mailing purposes.