Welcome To the Mail Center

Mission
The mission of the University of Nevada – Las Vegas Mail Center is to provide expedient, accurate, cost-effective mail services to fulfill the needs of the campus community, while still maintaining our commitment to providing the highest level of service possible.

Purpose
The University of Nevada – Las Vegas Mail Center is responsible for providing the University with prompt cost-effective, efficient internal mail delivery and processing for out-going mail, and to provide the general campus population with convenient U.S. Postal services.

This User Guide has been prepared to help the University of Nevada; Las Vegas customers obtain the best available mail services and maximum discounts on postage rates.

It covers topics related to the delivery of campus mail, preparation of mail, bulk mail, as well as other information basic to your everyday mail needs.
We hope this guide will be a useful resource, our typical services include:

- Pickup and delivery of campus mail, receipt and delivery of USPS mail, receipt and delivery of parcel post.
- Processing of metered mail, nonprofit bulk mailings, and assistance with mail piece design
- Assistance with utilizing AMS for production of large mailings, including folding, inserting of mail into envelopes, and postage metering.
- Processing of express, priority, certified, registered, and insured mail.

Applicability

This User Guide serves as a source of instruction and reference to UNLV administrators, supervisors, and staff for uniform Mail Services procedures.

References

- Department of Delivery Services policy concerning receipt and shipping of accountable parcels

Contact

Questions concerning this Guide should be addressed to the Mail Center at (ext. 53786).
Table of Contents

General Information .......................................................................................... 5

Hours of Operation and Location ..................................................................... 5
Location ........................................................................................................... 5
Mailing Address ............................................................................................... 5
Phone Numbers ............................................................................................... 5

Mail Receipt ..................................................................................................... 6

Campus Mail Stops ........................................................................................... 7
Personal Mail ..................................................................................................... 7
Incoming Business Reply .................................................................................. 7
Postage Due ....................................................................................................... 8
Courtesy Reply .................................................................................................. 8
Deliveries by Private Carriers .......................................................................... 9

Outgoing Mail .................................................................................................. 9

Mail Instruction Card ....................................................................................... 9
First class Mail .................................................................................................. 10
Metered Mail .................................................................................................... 10
Addressing Format ............................................................................................ 10
Abbreviations .................................................................................................................. 11
Locate a Zip +4 .............................................................................................................. 11
International Addressing ............................................................................................. 12
Intercampus Mail .......................................................................................................... 12

Envelope Type and Size Standards ............................................................................... 13

Letter Size ...................................................................................................................... 13
Non-Leters (Flats) ........................................................................................................... 13

Classes of Mail ............................................................................................................... 15
First Class Mail .............................................................................................................. 16
Priority Mail .................................................................................................................. 16
Express Mail .................................................................................................................. 17
Parcel Post ..................................................................................................................... 17

USPS Special Services .................................................................................................. 17
Media Mail ..................................................................................................................... 17
Insured Mail ................................................................................................................... 17
Certified and Registered Mail ....................................................................................... 18
Return Receipts ............................................................................................................. 19
Registered Mail ............................................................................................................. 20
International Mail ......................................................................................................... 20
General Information

Hours
Monday – Friday, 8 a.m. – 5 p.m.
Please call for holiday hours

Location
Herman Westfall Building located on the South side of Harmon

Mailing Address
Our campus address is:

First & Last name
Box45XXXX
4505 S. Maryland Parkway
Las Vegas, NV 89154-XXXX

Web page
http://web.unlv.edu/depts/delivery/mailroom.html

Newsletters
http://web.unlv.edu/depts/delivery/newsletter.html
Helpful Links

Addressing Guidelines

http://pe.usps.gov/text/dmm300/602.htm#1_0

United States Postal Service

http://www.usps.com/

ZIP Code Lookup


Phone Numbers:

General information, Mail questions, tracking, problem resolution, etc.

(702) 895-3786

Fax

(702)-895-1833

Mail Receipt

Receipt of Mail

The USPS delivers incoming mail to UNLV at approximately 7:30 a.m. All properly addressed mail (mail bearing a mail code) arriving at 7:30 a.m. is processed and ready for the first mail delivery (mail run) starting at 10:00 a.m. All properly addressed mail will be delivered the same day it arrives at UNLV.

Lack of a proper address, and the resulting need for researching, can delay delivery of a piece of mail for up to 2 business days or longer.

The UNLV Mail Center handles all insufficiently addressed mail in accordance with USPS policies:
First-class and periodicals (second-class mail) that are insufficiently addressed will be sent through to the addressee after the Mail Center has looked up the correct mailing stop. The addressee is requested to contact the sender of this type of mail and provide a correct address.

First Class Mail that is improperly addressed will be returned to the sender.

Insufficiently addressed bulk (standard-class) mail which consists of circulars, printed matter, newsletters, etc. will be recycled.

The Mail Center should be notified as soon as possible of any changes to a mail code or employee (resulting from office moves, reorganizations or reassignment). A change of your campus location must be acted upon promptly. As soon as you learn of your new mail code you must notified the Mail Center so we can make the apocopate changes. If not your mail will be delayed.

The inbound label should reflect the following example:

First & Last name  
Box 45XXXX  
Street Address  
City, State & Zip-plus four  
Example:  
John Doe  
Box 451044  
4505 S. Maryland Pkwy.  
Las Vegas, NV 89154-1044
Campus Mail Codes

Incoming mail from the U.S. Postal Service and interdepartmental mail is sorted and delivered to established mail codes on scheduled routes. Outgoing U.S. Mail and interdepartmental items are picked-up at the same locations. Letters, flats, and parcels are accepted and delivered. Departments may establish or change mail stops by contacting the UNLV Mail Center.

Personal Mail

The use of University Mail Services is restricted to official University business. The University Mail Center is restricted from receiving and/or carrying letters 1) which do not relate to current business of the University (e.g., personal letters of University faculty and staff members), 2) exchanged between non-University agencies, or 3) exchanged between students. UNLV Mail Clerks are state employees and not US Postal employees. As stated in the Nevada administration Manual Section 1206.0, personal mail is not to be handled in conjunction with University mail.

You may deposit your personal mail in any of the three US Post Office Collection boxes located on campus. One is location in front of the Herman Westfall building. Another is location in front of Flora Dungan Humanities building on North East side of the Maryland Parkway side. And the last one is location next to the Ham Hall box office.

The role of the campus Mail Center is to support the necessary communications of the University for Official Business only. Use of Mail Center personnel and/or equipment to process personal correspondence does not represent a responsible use of State of Nevada resources. Additionally, the Mail Center may not be used for the purposes of organizations or activities not sanctioned by the university, including political purposes.
The Mail Center receives a tremendous amount of this mail, the processing of which does delay the processing of valid university business mail.

**Business Reply Mail**

Business Reply Mail is received daily. It is sorted according to Department’s name on the mail piece and then charged back on a monthly basis. Then it is entered into our accounting system billing the account we have on file. The pieces will be bundled, and returned to the department. There is normally a 24-hour turnaround from the receipt of BRM pieces by Mailing Services to delivery of the pieces to the Department.

BRM service enables mailers to receive First-Class mail by paying postage only on the mail which is returned. All business reply postage and handling charges are billed back to initiating departments. UNLV BRM guarantees payment to the US Postal Service of the appropriate First-Class postage plus a handling charge per piece.

The correct format of a Business Reply envelope is shown below. The piece must conform to a specific format to qualify as BRM, including a unique ZIP+4 code assigned by the USPS. Additionally, when you design any Business Reply envelope or card, consult with the University Mail Center for proper format and are sure to have your proofs approved before printing or let the Mail Center design them for you.
A special format is required for Business Reply mailed for foreign countries. Contact Mail Center for further information.

**Courtesy Reply Mail**

This service is a pre-printed envelope that will be expedited through the U.S. Postal Service but the postage is not pre-paid. This is what major banks and utility vendors use. This does not cost the University anything in postage. For more information on reply contact the Mail Center. The U.S Post Office has strict preparation requirements on the printing of reply.

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Incoming Postage-Due mail for University departments is accepted and charges the current first class rate postage + surcharge rate and are recorded and billed to the individual department on a monthly basis. The department responsible for the Postage Due mail is charged on a case by case basis. Postage Due mail is sorted with the mail to be delivered to the department.
Deliveries by Private Carriers

Mailing Services only accepts and delivers USPS mail. Private carriers, such as United Parcel Service (UPS) and Federal Express, normally deliver to Central Receiving. Central Receiving may be reached at (ext. 53212).

Outgoing Mail

Official University mail is processed with appropriated postage by the UNLV Mail Center. Outgoing mail is delivered once daily, Monday through Friday, holidays excluded to the Sunset Post Office.

Mail that must be posted, but is not ready prior to the last pickup for the day will have to be delivered by the department to Mail Services by 12:00 p.m. to ensure that it will go to the U.S. Post Office the same day.

All outgoing UNLV mail must have a return address that includes your mail box number. The USPS prefers you to address your mail using the following guidelines:

- Address should be typewritten.
- Preferred font: HELVETICA or ARIAL (in all caps).
- Text should be uniformly aligned to the left.
- Normal punctuation should be deleted (use spaces instead).
- Use black ink on white background.
- Text should be clear and sharp without touching or overlapping characters.
- Text should be clearly visible in window envelopes, even when the insert shifts.
Mail Instruction Card

A mail instruction card must be completed for over 50 or more pieces, weighing over 13 ounces or others special services. A blank mail instruction card may be obtained on the Delivery Services webpage at: http://web.unlv.edu/depts/delivery/mailres.html

All postage to be metered is charged to the initiating department through their account identifier number. For most departments, this identifier number is their ZIP + 4 plus four number and should appear on the envelope or package in the upper left-hand corner in the return address.

Stationery and envelopes can be ordered through the Reprographics Department at the following web site: http://repro.unlv.edu/copycenters/copy_centers.php

Mail that needs to be metered and sealed should be presented to the Mail Services Department with all flaps out and nested (not down or tucked in) in a stacked form, rubber banded together. Individual pieces must be sealed as well as odd or bulky-sized mail. Envelopes with side flaps must be sealed by the department.

First Class mail

First Class mail with postage to be metered is charged to the initiating department through their account identifier by zip plus four numbers. For most departments, this identifier number is their ZIP + 4 plus four. Mail code number and should appear on the envelope or package in the upper left-hand corner in the return address.

Metered mail

High-volume mailings should be placed in trays provided by the Mail Center. Please do not place high volume mailings in cardboard boxes or send loose. Tub and trays are available through the Mail Center by calling (ext. 53786). Smaller mailings (for example, those you could hold in one hand) should be held together by rubber bands.
Separating mail by service class is also important. Outgoing U.S. Mail should be separated from internal campus mail. International mail should be separated from domestic mail. Mail metering equipment seals all domestic open-side envelopes, such as standard business envelopes. Flaps should be left open and overlapping. Open ended envelopes, such as coin envelopes or flat-size catalog envelopes, cannot be sealed automatically on metering equipment and should be sealed prior to giving them to Mail Services.

All international mail must be sealed by the sender. Self-mailers and booklets or catalogs should not be sent to an international address unless placed in a sealed envelope.

All envelopes with metal clasps should be sealed prior to sending to Mail Services.

All domestic self-mailers should be tabbed (no staples, please), with the fold at the bottom, below the address. This will allow the mail piece to meet automation standards.

All mail sent to Mail Services for metering should face the same direction. This will reduce handling time and allow for efficient metering. Outgoing mail metered by Mail Services must have a complete return address.

How to Properly Address Outbound Mail

The USPS has adopted a standardized, easily machine readable address format. The standard is a typed or printed address that has no punctuation in the last two lines and uses standardized abbreviations for States, Directional, and Street Designations.

To ensure that mail is processed quickly and efficiently, follow USPS’ guidelines for Domestic and International mail when addressing envelopes and packages. For more information on labels and addressing, click onto the following link: http://usps.com/businessmail101/
**Domestic Address Format**

RECIPIENT’S NAME

RECIPIENT’S ADDRESS

RECIPIENT’S CITY, STATE & ZIP + 4 CODE

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**Abbreviations**

The USPS uses a complex system of acronyms and abbreviations, to download a list of these abbreviations and find out what it all means, go to: https://www.usps.com/send/official-abbreviations.htm

Mail prepared in USPS standardized format can be read by USPS multi-line optical character readers and will reach its destination days faster than non-standard or hand-written mail that the MLOCR rejects – which must be read by USPS personnel and manually bar-coded.

For more information on postal addressing standards, you may wish to download USPS Publication 28 from the USPS Postal Explorer site. Note that USPS scanners normally read just the last two lines, so be sure that the next-to-last line of your address is the Delivery Address (street or PO Box) and the last line is the City, State, and ZIP. Any other address information you wish to include should be above these two lines.

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**To Locate a Zip+4 Code**

The USPS has a lookup site for Zip codes on its web page. To find a missing or incomplete zip code, go to: http://zip4.usps.com/zip4/welcome.jsp

You will be required to know the delivery street address and either the city and state or the 5-digit zip code. The site will return the ZIP+4. This is an easy way to update your mailing list, one address at a time!
International Address Format

Mail addressed to a foreign country should include the country name printed in
CAPITAL LETTERS (no abbreviations) as the only information on the bottom line:

MR THOMAS CLARK
117 RUSSEL DRIVE
LONDON WIP6HQ
ENGLAND

Exception: Mail addressed to Canada may use either of the following formats when the postal delivery zone
is included in the address:

MRS HELEN SAUNDERS MRS HELEN SAUNDERS
1010 CLEAR STREET 1010 CLEAR STREET
OTTAWA ON K1A OB1 OTTAWA ON CANADA
CANADA K1A OB1

All international letter mail must be enclosed in an envelope or package of durable material. Printed matter
can be mailed internationally as self-mailers (i.e. books and periodicals) if all open edges are secured by
tape, tabs, or wafer seals of sufficient quantity and strength to keep the items from opening during postal
handling.

For additional information on international mail, click on the following link:

Lookup sites for international postal codes can be found at:

Pick your country and follow instructions for accessing mail information. This site is maintained by the Universal Postal Union, and outlines the elements that form the basis for proper postal addressing in each of the 189 UPU member countries, including the structure of its postal code(s).

Intercampus Mail

In order to use the University’s mail system for interdepartmental mail transfer, place correspondence into a large manila envelope. The envelopes should be addressed with the recipient's: name and mail stop. Be sure to mark out any previous addresses on the envelope to avoid possible delays.

Do not use regular white mailing envelopes when sending inter-office mail. Regular envelopes can get mixed in with the outgoing mail, thus delaying the correspondence and wasting postage.

Inter-office mail is given the same treatment as first class mail. Where possible, it will be delivered and sorted en route for pick-up and delivery, or delivery will be made on the next mail run.

Envelope Type and Size Standards

Letter Mail Dimensions

All mail pieces (except keys and identification devices mailed under the applicable standards) that are 1/4 inch thick or less must be rectangular, at least 3-1/2 inches high and at least 5 inches long. All mailable matter must be at least 0.007 inch thick, weigh no more than 70 pounds and be no more than 108 inches in length and girth combined.
Letter-Size Mail Dimensions

- At least 5 inches long, 3-1/2 inches high and 0.007 inch thick.
- Not more than 11-1/2 inches long, 6-1/8 inches high or 0.25 inch thick.

Postcard Dimensions

- At least 3-1/2 inches high, 5 inches long and 0.007 inch thick.
- Not more than 4-1/4 inches high, 6 inches long or 0.16 inch thick.

Flat-Size Mail Dimensions

- More than 11-1/2 inches long, 6-1/8 inches high or 0.25 inch thick.
- May be wrapped, unwrapped, sleeved or enveloped.
- Must be rectangular, uniform in thickness and flexible.
- Not more than 15 inches long, 12 inches high or 0.75 inch thick.
- Standard Mail (A) Enhanced Carrier Route rate pieces may not be more than 14 inches long, 11-3/4 inches high or 0.75 inch thick.
- *Must exceed at least one of these letter-size maximums.
Pieces exceeding letter dimensions will be mailed as flats.

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
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</thead>
<tbody>
<tr>
<td>Length</td>
<td>5 inches</td>
<td>11-1/2 inches</td>
</tr>
<tr>
<td>Height</td>
<td>3-1/2 inches</td>
<td>6-1/8 inches</td>
</tr>
<tr>
<td>Thickness</td>
<td>0.007 inch</td>
<td>1/4 inch</td>
</tr>
</tbody>
</table>

**Postcard Dimensions**

Pieces exceeding postcard dimensions will be mailed as letters.

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>5 inches</td>
<td>6 inches</td>
</tr>
<tr>
<td>Height</td>
<td>3-1/2 inches</td>
<td>4-1/4 inches</td>
</tr>
<tr>
<td>Thickness</td>
<td>0.007 inch</td>
<td>0.016 inch</td>
</tr>
</tbody>
</table>

**Flat Mail Dimensions**

Pieces exceeding flat dimensions will be mailed as parcels. In addition, flats that are square, rigid or that are not uniformly thick are subject to parcel rates. Flat-size mail pieces are considered uniformly thick when any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness.
Minimum*  Maximum

<table>
<thead>
<tr>
<th></th>
<th>Minimum*</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>11-1/2 inches</td>
<td>15 inches</td>
</tr>
<tr>
<td>Height</td>
<td>6-1/8 inches</td>
<td>12 inches</td>
</tr>
<tr>
<td>Thickness</td>
<td>1/4 inch</td>
<td>3/4 inch</td>
</tr>
</tbody>
</table>

*Flats exceed at least one of the minimum dimensions.

Classes of Mail

First Class Mail

Any mail able matter may be mailed as First Class Mail. The following examples are considered First Class matter and must carry postage at First Class or Priority Mail rates.

- Matter wholly or partially handwritten or typewritten (including identical copies prepared by automatic typewriter), originals or carbons, invoices, (except when accompanying the matter to which they relate), postal cards, post cards.
- Matter sealed against postal inspection.
- Bills and statements of account.
- Price lists with written-in figures changing items or prices.
- Blank printed forms filled out in writing, including canceled or un-canceled checks.
- A computer printout may or may not be First Class matter. It depends on the content.
• Do not use staples; Use tabs or tape to secure mailers. Trifold or other mail that has been stapled will be charged at a first class rate as the material cannot be processed by automated equipment.

**Priority Mail, 2-3 Day Delivery Service**

Priority Mail service offers 2–3 day service to most domestic destinations. All First Class mail exceeding 13 ounces and not exceeding 70 pounds is considered priority mail and at the option of the mailer, any mail weighing 13 ounces or less. There is no minimum weight limitation.

The Mail Center provides free Priority flat rate envelopes, cardboard, and Tyvek envelopes; also we have flat rate boxes available.

**Express Mail**

This money-back guaranteed overnight to 2 day services includes tracking, proof of delivery, and insurance up to $100. Addition insurance, up to $5,000, may be purchased for merchandise. All packages must use a USPS–produced Express Mail mailing label. The maximum weight is 70 pounds.
International Express mail

Express mail international is a reliable high speed mail services to over 190 countries. 3 to 5 average business day delivery to major destinations, tracking available free. $100 insurance. Additional insurance available for a fee. Limits vary by country destination.

Parcel Post

Used for gifts and general merchandise, parcel post shipments may also contain books and other printed matter weighing 70 pounds or less. The maximum size is 130 inches in combined length and distance around the thickest part.

Parcel Post is printed matter, merchandise, or other mail able material that weighs more than 16 ounces and must not weigh more than 70 pounds. Parcel Post must measure 130 inches or less in combined length and girth. The following is considered Parcel Post Matter:

- Circulare
- Catalogs
- Booklets
- Newsletters
- Merchandise
- Product Samples
- Photographs
- Printed Matter
**Media Mail**

Media Mail is used for certain types of books, films, manuscripts, printed music, printed test materials, sounds, recordings, play scripts, printed educational charts, loose-leaf pages and their binders, consisting of medical information, video recordings, educational reference charts, and computer readable media. The maximum size of an item in combined length plus girth is 108 inches.

Media Mail is used in sending books (at least 8 pages, permanently bound) and educational materials including manuscripts, catalogs, films, printed sheet music, educational reference charts, computer readable media, specimens, and objective test materials. Media Mail can weigh less than 16 ounces. This rate is less expensive than regular standard mail, and each piece should be marked "Media mail."

**Insured Mail**

Insured mail provides coverage against loss up to $5,000 for parcel post and media mail matter as well as merchandise mail at priority mail or first class mail prices. Items may not be insured for more than their value.

Postal insurance (up to $600) may be purchased domestically. Fragile items must be packaged with cushioning materials; heavy or bulky parcels must be reinforced with filament tape. Packages that appear to have been insufficiently prepared will not be accepted for mailing. A return receipt may be requested to show written evidence of delivery. The USPS will not reimburse mailers in amounts higher than proven value. Don't over-insure packages. International Postal insurance is available to some countries for parcel post only. Insurance limits vary from country to country.
Certified and Registered Mail

Certified and Registered mail is often confused. Both must be sent First-Class and can have a Return Receipt Card, but the similarities end there.

Certified Mail

Certified Mail provides proof of mailing at the time of mailing and date and time of delivery or attempted delivery. A delivery record is maintained by the USPS. Certified Mail is available with first class mail and priority mail. For an additional fee, Certified Mail may be combined with restricted delivery or return receipt.
Certified Mail is a DOMESTIC service only. It provides a record of mailing for the sender, but does not provide any indemnity coverage. The record of delivery is kept at the destination post office. Certified mail must be sent First-Class. A return receipt may be requested to show written evidence of delivery.

Return Receipt

A return receipt provides the sender a postcard or electronic notification via fax or email, with the date of delivery and recipient’s signature.

Return Receipts furnish the mailer with proof of delivery. Return Receipts may be obtained for Express, (by mail only) First Class Mail, Priority mail, Parcel Post, or Media Mail when purchased with one of the following. Certified Mail, COD, insured for more than $200, and Registered Mail.

Return receipts (cards) are available from the Mail Center. Return receipts must be filled out completely. Be sure to include your UNLV mail code in the return address.

Note: The fee for a Return Receipt does not insure the article against loss or damage.
Registered Mail

Registered Mail provides maximum protection and security for valuables. It provides the sender with a mailing receipt and delivery record is maintained by the USPS. Registered Mail is available for items paid at priority mail and first class mail prices. It may be combined with COD, Delivery confirmation restricted delivery, return receipt, or signature confirmation. Postal insurance is provided for articles with a declared value up to a maximum of $25,000.

Registered mail is the most secure method of sending valuables through the mail system. It provides the sender with written evidence of mailing. This service is offered for both domestic and international mail.

Costs include a registry fee in addition to postage. A value must be declared for the mail at the time of mailing. The registry fee for domestic mail will be determined by the declared value. The maximum declared value for international mail is low; nevertheless, it remains the most secure, (not speedy) method for sending international mail.

Domestic Registered mail must be processed at the First-Class postage rate. Several service levels are available for international Registered mail. A return receipt for registered articles may be requested to show written evidence of delivery.
An envelope or parcel prepared for Registered mail must be sealed so that any unauthorized opening will break the seal. Parcels must be sealed with plain paper or cloth tape on all seams of the article. If a parcel is heavy or bulky, reinforce it with strapping tape before wrapping and sealing. Padded envelopes are not accepted for domestic registered mail. Envelopes or parcels improperly or insufficiently prepared will not be accepted for mailing. Tape used on registered articles must be able to absorb a postmark. Slick plastic tapes are not acceptable.

**International**

International mail rates, classifications, special services, weight and size limits, and other mailing requirements differ from those of domestic mail. International mail offers First class and Priority

International mail packages weighing 16 ounces or more require custom forms. Therefore, please provide contents and commercial value so the proper forms can be completed. The forms can be obtained from Mail Center and completed prior to being forwarded to Distribution.
Mail of any kind for transport by the U S Postal Service should be enclosed in an appropriate envelope or parcel and sealed. The types of enclosures determine the mailing classification.

*Non-mailables*

The following are samples of non-mailables in envelopes:

- Paper Clips
- Metal Pieces
- Glass Chips
- Sand

In addition to jamming and/or damaging the mailing machines, these items can also cause serious injury to Mail Center Employees.

All foreign countries also impose various restrictions depending on country and item(s) being mailed. It is recommended that when mailing questionable items to U S or foreign destinations, the mailer should contact the Mail Center for assistance.
Standard Mail

A Standard mailing requires a minimum of 200 identical pieces to qualify for bulk rates. Identical means the only difference in pieces is the address. A permit imprint showing that postage has been paid must be printed or imprinted on each piece. Only pieces sent to a US address may be part of a bulk mailing. International mail does not qualify as bulk mail.

The U.S. Postal Service regulates the University’s continuing eligibility to mail at special nonprofit rates, and failure to follow U.S. Postal Service regulations could result in the revocation of the University’s non-profit mail permit. Only the Mail Center is authorized to affix non-profit bulk mail postage, and it is the responsibility of the manager (or designee) to certify that the mailings meet the standards required by the regulations. Reference U.S. Postal Service Domestic Mail Manual (DMM).

To assure compliance, the Mail Center is the only department authorized to review all bulk mail material for conformance with the standards prior to affixing postage. Materials should be submitted for review by the Mail Center prior to being printed or otherwise your mail will go out the higher rate of standard rates.

Listed below are common regulations governing all classes of mail which can be sent bulk Mail Services requests that all campus departments route all proposed bulk mailing material through Mail Services prior to printing.

**Indicia**

<table>
<thead>
<tr>
<th>NONPROFIT</th>
<th>PRSRT STD</th>
</tr>
</thead>
<tbody>
<tr>
<td>US POSTAGE PAID</td>
<td>US POSTAGE PAID LAS</td>
</tr>
<tr>
<td>LAS VEGAS NV</td>
<td>VEGAS NV PERMIT NO.</td>
</tr>
</tbody>
</table>
The Indicia may be applied by printing press, lithography, mimeograph, multi graph or addressograph. They may not be hand drawn or typewritten. Call The Mail Center (ext. 53786) for further information.

Indicia must be applied in the upper right-hand corner on each piece, and each imprint must be legible, facing right side up, and be located on the front side of the piece. No information other than indicia may appear on the upper right-hand corner of the piece.

**Documentation**

All paperwork for bulk mailings must be processed by the Mail Center. Please allow up to five working days for processing these types of mailings.

**Non-Profit**

Money can be saved using the University’s non-profit standard U.S. Mail permit, however, you must be mailing mail that can qualify in Las Vegas as a non-profit organization and is sponsored by the university. The university can lose its non-profit permit if mailings are incorrectly mailed as non-profit. A mailing with a co-sponsor that is a profit making organization cannot be sent out at the non-profit rates.

**Standard Bulk**

Standard Mailings are Bulk mailings that are not sponsored by the University or contain advertisements for another entity.

**Processing Bulk Mailings**

Alternative support for sending mailings is available through Automated Mailing Services. Additionally, Mail Services has and maintains a U.S. Postal Service mailing permit for general University use, which may also be used for sending mailings at the nonprofit bulk rates. Questions pertaining to the use of the permit should be directed to Mail Center.

**Inserts**
Must bear the University’s address on each piece, or the mailing will be rejected by the Postal Service. Must identify the material as University-related or bear the UNLV address, and must be UNLV-sponsored.

**Addressing Format**

The return address must be the University’s and should read:

```
UNIVERSITY OF NEVADA, LAS VEGAS
DEPARTMENT NAME
Box45XXXX
4505 S MARYLAND PARKWAY
LAS VEGAS NV. 89154-XXXX (Zip plus Four)
```

An area of at least 1/2 the size of the piece should be left clear for addressing/labeling, and should be no less than 3 inches x 4 inches. There may be no abbreviations in the city name.

4. All envelopes must have the flaps sealed or tucked in.

**Folded Self-Mailers**

A folded self-mailer must be prepared with the folded edge at the bottom and parallel to the longest dimension and the address of the mail piece. The recommended minimum basis weight paper for folded self-mailers varies with the construction of the mail piece.

**Letter-Size Self Mailers**

Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).

Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).
With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mail piece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mail piece (see reverse).

With folded edge on right (leading) edge: left (trailing) edge and other open edges must be secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight.

**Campus Distribution**

If you have a university sponsored handout or flyer to be distributed campus wide, fill out the printing order to instruct the Mail Center who should receive it. We can send it to Teaching Faculty, Professional Staff, Classified Staff or a combination of any two. We also deliver to department heads and to each mail stop for posting. When the handout is delivered to the Mail Center, we will put the proper amount of copies in each box to accommodate the requested distribution. It is then up to the department office manager to distribute it at their mail stop. If your distribution has individual names and departments on them, we require that they be in Box Code order for distribution.

The Mail Center can run a set of labels for any of the staff types by staff name in box code order and send them to the department. There is a small fee to cover the cost of the labels. The department is then required to affix the labels themselves keeping them in box code order and sending them back to the Mail Center for distribution.
When a department has a large campus distribution, it is required that the department put the mailing in order by department BOX Code. If there is a campus sponsored distribution for an outside organization, there are guidelines to be followed. There is a cost per piece. They can also purchase labels with the names on them. They are required to follow the same guidelines on labeling inter-campus mail. The requirements for non-university related material is:

- Must have prior contact with a university department.
- Mail Center must be notified by that department of their involvement
- There must be a department disclaimer or statement of their involvement printed on the flyer
- Must in some way benefit University employees

Frequently Asked Questions

Can I receive personal mail and packages on campus?

Delivery Services prohibits the use of its resources for receipt, or delivery of personal materials and mail. Personal correspondence should be addressed to the individual's home. If personal packages and mail are received on Campus, the recipient will be contacted and directed on the proper procedures for acquiring personal property. Neither Delivery Services, nor the University will be responsible for the material if it is delayed, damaged, or lost.

Who do I call to create or discontinue a mail stop?

You should contact the UNLV mail center at 895-3786 and request the mail stop to the mail services manager.
What does the Mail Center do with improperly addressed mail?

Improperly addressed mail will be looked up and every effort will be made to determine a delivery destination. If a delivery point cannot be determined, it will be returned to the sender. If a return address is not available, the mail leader will open the envelope and determine if and where it should be delivered. If a delivery point cannot be determined, it will be disposed of in accordance with United States Postal Service and Department procedures.

How can I look up a Zip Code?

To determine a Zip code a customer can call the post office at (800) ASK USPS or visit the USPS Web site at http://zip4.usps.com/zip4/welcome.jsp to locate a zip code.

How do I address outgoing mail?

A full address as well as a full return address (employee name when appropriate, department name and box number) should always be used on outgoing mail. On foreign mail, all countries of destination must be written entirely in English in capital letters.

More detailed addressing information can be found in Section IV, U.S. Postal Service: Service and Procedures (p. 23–24).

When does Delivery Services receive incoming mail?

University Mail Center begins processing incoming U.S. and internal campus mail every morning at 7:30 am. The Incoming Mail unit processes the University’s incoming and campus mail within 24 hours.
How can I acquire stamps for my department?

The Mail Center will pick up stamps for departments who request them. The department must contact disbursements to obtain a check payable to US Postmaster. Subsequently the mail center will use the check at the post office to purchase the stamps for the requesting department.

General Mail Standards

All mail pieces (except keys and identification devices mailed under the applicable standards) that are 1/4 inch thick or less must be rectangular, at least 3-1/2 inches high and at least 5 inches long. All mail-able matter must be at least 0.007 inch thick, weigh no more than 70 pounds and be no more than 108 inches in length and girth combined.

May I mail an envelope with a binder clip on the contents?

Mail that contains binder clips, paper clips, heavy staples and other foreign objects will slow down delivery and most likely will incur additional charges from the USPS that will be charged to your department. To avoid these situations, it is highly recommended that you eliminate these objects from your mail pieces. If it is absolutely necessary to include these objects in a mail piece, please bundle the pieces together and mark for special handling.