

A Customer's Guide to Mailing

JANUARY 2009



Welcome



This guide will explain your options for mailing and help you choose the services that are best for you.



For more than 225 years our goal has been to serve all customers, and we will continue to connect people at home and abroad for generations to come.

Welcome to the U.S. Postal Service



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What Are You Mailing?

Knowing the **shape** of your mail determines the price you will pay.



Postcard

Rectangular cardstock mailpiece not contained in an envelope



Letter

Small rectangular mailpiece no thicker than 1/4 inch



Large Envelope

Flat rectangular mailpiece no thicker than 3/4 inch

(see page 20 for Price Charts)



Click-N-Ship® Services

Click-N-Ship brings the Post Office to your desktop at home or at the office with no additional fees. See page 13 for more information.



Carrier Pickup™

The Postal Service makes shipping your packages quick and convenient. Carrier Pickup is available with Express Mail, Priority Mail, and international package services. Just prepare your package before your letter carrier arrives—including postage—and your letter carrier will pick it up for you.

resumes

birthday cards

appointment notice

care packages

thinking of you

thank you notes



		Length	Height
Postcard	minimum	5 inches	3-1/2 inches
	maximum	6 inches	4-1/4 inches
Letter (up to 3.5 ounces)	minimum	5 inches	3-1/2 inches
	maximum	11-1/2 inches	6-1/8 inches
Large Envelope	minimum*	11-1/2 inches	6-1/8 inches
	maximum	15 inches	12 inches

* Large envelopes exceed one or more letter-size maximum dimensions.

Package	Weight cannot exceed 70 pounds. Length + girth (distance around the thickest part of package) cannot exceed 108 inches. (Parcel Post cannot exceed 130 inches.)
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see pages 16 & 17 for help with measuring and mailing unusual shapes & sizes



Some shapes, such as tubes and square envelopes, may require additional postage. Postcards, letters, large envelopes and packages pay different prices.

booklets

merchandise

posters

CD-ROMs

blueprints

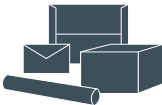




BOOKS

magazines

portfolios

Choosing a Service for Mailing

Shape + Speed + Cost = Service

 <p>70lbs or less</p>	<p>1-2 days money-back guarantee</p>	<p>\$\$\$ based on weight, and distance</p>	<p>Express Mail</p>
 <p>70lbs or less</p>	<p>1-3 days on average</p>	<p>\$\$ based on weight, shape, and distance</p>	<p>Priority Mail</p>
 <p>13oz or less 3.5oz or less</p>	<p>1-3 days</p>	<p>\$ based on weight and shape</p>	<p>First-Class Mail</p>
 <p>70lbs or less</p>	<p>2-8 days*</p>	<p>\$ based on weight and distance</p>	<p>Parcel Post</p>
 <p>70lbs or less</p>	<p>2-8 days*</p>	<p>\$ based on weight</p>	<p>Media Mail</p>

* Except Alaska and Hawaii.

see page 20 for postage prices

Several mailing services are available to fit your needs.

Express Mail®

Letters, large or thick envelopes, tubes, and packages containing mailable items can be sent using Express Mail. This money-back guaranteed service includes tracking and insurance up to \$100. Additional insurance up to \$5,000 may be purchased for merchandise. Sunday and holiday delivery is available to many destinations for an additional \$12.50. Express Mail envelopes and boxes are available at the Post Office™.

Priority Mail®

Large or thick envelopes, tubes, and packages containing mailable items can be sent using Priority Mail. This service is typically used to send documents, gifts, and merchandise. Priority Mail envelopes and boxes are available at many Post Offices and can be ordered from www.usps.com.

First-Class Mail®

Postcards, letters, large envelopes, and small packages can be sent using First-Class Mail. This service is typically used for personal and business correspondence and bills.

Parcel Post®

Small and large packages, thick envelopes, and tubes containing gifts and merchandise can be sent using Parcel Post.

Media Mail™

Small and large packages and thick envelopes can be sent using Media Mail. Contents are limited to books, manuscripts, sound recordings, recorded videotapes, and computer-readable media (not blank). Informally called “Book Rate,” Media Mail cannot contain advertising, except eligible books may contain incidental announcements of books. Media Mail is usually less expensive than Parcel Post.



Speed depends on distance. Mail takes longer to travel across the country than to travel across town.

Flat-Rate Envelopes let you send your document for one low price regardless of how much the item weighs. Flat-rate envelopes are available for Express Mail at \$17.50 and Priority Mail at \$4.95. Purchase flat-rate stamps in advance to save time when you're ready to mail.

Priority Mail Flat-Rate Boxes

are available, regardless of the actual weight of the piece at the following prices:

- Small Flat-Rate Box
 - Domestic or APO/FPO addresses: \$4.95
- Regular Flat-Rate Boxes
 - Domestic or APO/FPO addresses: \$10.35
- Large Flat-Rate Box
 - APO/FPO destination addresses: \$11.95
 - Domestic address: \$13.95

Calculate Postage for the shape, weight, and destination of your mail at www.usps.com or by calling 1-800-ASK-USPS®.

Adding Extra Services

	Proof of mailing	Protection in transit	Confirmation at delivery
Express Mail	Receipt provided at time of mailing	Insured Mail (\$100 coverage included, more can be added)	Date and time of delivery provided Signature of recipient available upon request
Priority Mail	Certificate of Mailing	Insured Mail Registered Mail	Certified Mail Delivery Confirmation Signature Confirmation Registered Mail
First-Class Mail	Certificate of Mailing	Insured Mail Registered Mail	Certified Mail Delivery Confirmation* Signature Confirmation* Registered Mail
Parcel Post Media Mail	Certificate of Mailing	Insured Mail	Delivery Confirmation* Signature Confirmation*

→ Forms and labels for extra services are available in your Post Office lobby or from your rural letter carrier.

→ Most extra services provide proof of mailing.



**for packages only*

Extra services can provide additional protection and peace of mind.

Certificate of Mailing

Provides evidence of mailing. \$1.10

Certified Mail™

Provides proof of mailing at time of mailing and the date and time of delivery or attempted delivery. \$2.70  


Return Receipt can be added to confirm delivery.

\$2.20 extra  or \$1.00 



Insured Mail

Provides coverage against loss or damage up to \$5,000.

Fee based on value of item. Starts at \$1.70

For items insured for more than \$200, Return Receipt can be added to confirm delivery. \$2.20 extra  or \$1.00 

Registered Mail™

Provides maximum security. Includes proof of mailing at time of mailing and the date and time of delivery or attempted delivery. Insurance can be added up to \$25,000. *Fee based on value of item. Starts at \$10.00*  



Return Receipt can be added to confirm delivery.

\$2.20 extra  or \$1.00 




Delivery Confirmation™


Provides the date and time of delivery or attempted delivery.

Free when you print Priority Mail postage from www.usps.com.

\$0.65-\$0.75  


Signature Confirmation™


Provides the date and time of delivery or attempted delivery and the name of the person who signed for the item. You can request a printed copy of the signature. \$2.20   

\$1.80 when you print Priority Mail postage from www.usps.com. 

Delivery information is available:

 by printed copy

 at www.usps.com

 by calling 1-800-222-1811



Most indemnity claims for

Insured, COD, Registered Mail, or Express Mail can be filed at any Post Office or online. For more information go to your local Post Office or visit www.usps.com.

Return Receipt provides a postcard or electronic notification with the date of delivery and recipient signature.

Restricted Delivery confirms that only a specified person, or authorized agent, will receive a piece of mail. This service costs \$4.30 and is available only if you also purchase Certified Mail, Insured Mail (over \$200), COD, or Registered Mail. See page 19 for more information.

Many of these extra services are available for international mail.

Examples of Smart Choices

These examples show how mailing services can be combined to meet your needs.

Example 1: Sending a Valuable Item

Jane's niece is getting married next month, and Jane wants to send a piece of heirloom jewelry to the bride. The jewelry has a lot of sentimental value, so Jane wants to be sure that it will arrive safely. She identifies three possible options:

Option A Express Mail

Express Mail (3oz.) (to Zone 4)	\$18.50
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Express Mail automatically includes insurance up to \$100 and guarantees delivery to Jane's niece in 1 to 2 days. Additional insurance may be purchased. Jane will also receive a mailing receipt and confirmation that the package has been delivered and has been signed for by her niece.

Option B First-Class Mail Package with Registered Mail

First-Class Mail (3oz.)	\$1.51
Registered Mail	+ \$12.10
(For \$325 Appraised Value)	<u>\$13.61</u>

First-Class Mail offers delivery at a low cost and can be combined with Registered Mail, a service that provides the highest level of mail security during transit. Insurance can be purchased for items up to \$25,000 in material, but not sentimental, value.

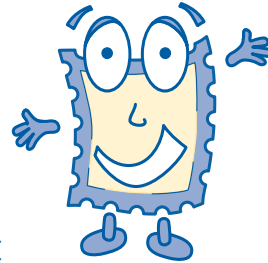
Option C First-Class Mail Package with Insurance

First-Class Mail (3oz.)	\$1.51
Insurance	+ \$5.55
(For \$325 Appraised Value)	<u>\$7.06</u>

First-Class Mail offers delivery at a low cost and can be combined with insurance for up to \$5,000. Insured Mail will cover the jewelry's material value should the piece get lost or damaged, but it cannot cover its sentimental value.

Jane's Decision

Jane decides that speed is less of a priority than security. She chooses First-Class Mail, and, because the jewelry has greater sentimental than monetary value, she decides to add Registered Mail service so she can feel confident that her heirloom will be as secure as possible during transit.



Example 2: Sending an Important Document

Maria recently sold her car and needs to transfer the title to the new owner. She wants to be certain that the new owner gets the title to complete the sale. Maria considers these options:

Option A Express Mail

Express Mail (1oz.) (to Zone 4)	\$18.50
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Express Mail will arrive at many locations the day after it is mailed. Express Mail also provides Maria with proof that she mailed the title, the ability to track it online or by phone, and notification that it was delivered. She can also request a copy of the recipient's signature.

Option B Priority Mail with Confirmation Service

Priority Mail (1oz.)	\$4.95
Delivery Confirmation	+ \$0.65
	<u>\$5.60</u>

Priority Mail will get the title to its destination in 2 to 3 days. Maria could add Delivery Confirmation, which lets her obtain delivery information online or by phone. If she uses Signature Confirmation she gets the same delivery information, plus she can request a copy of the recipient's signature.

Priority Mail (1oz.)	\$4.95
Signature Confirmation	+ \$2.20
	<u>\$7.15</u>

Option C First-Class Mail with Certified Mail and Return Receipt

First-Class Mail (1oz.)	\$0.42
Certified Mail	+ \$2.70
Return Receipt	+ \$2.20
	<u>\$5.32</u>

First-Class Mail will get the title to its destination in 1 to 3 days. Certified Mail with Return Receipt will give Maria proof that she mailed the title and will return a card to her with the date the title was delivered and the signature of the person who received it.

Maria's Decision

Maria wants a copy of the signature returned to her to prove that the title was delivered, and she wants to get the lowest price she can. She decides that First-Class Mail with Certified Mail and Return Receipt is the best option.

Addressing Your Mail

The accuracy of the address affects the speed and handling of your mail.

Return Address

Print or type your address in the upper left corner on the *front* of the envelope.

Extra Services

Place labels for extra services above the delivery address and to the right of the return address, or to the left of the postage.

Postage

Use stamps, a postage meter, or a PC Postage system to affix the correct amount. You can calculate postage online at www.usps.com.
also see page 20 for prices

Recipient Name

Name of Organization

Street Address

Use a Post Office box or street address, but not both. If the address also has a directional (for instance, "NW" for Northwest), be sure to use it. There may be more than one Main Street.

Apartment or Suite Number

The correct apartment or suite number helps to ensure delivery to the right location.

City, State, and ZIP Code

To find the correct spelling of a city name or to find a ZIP Code, visit www.usps.com or call 1-800-ASK-USPS. Using the correct ZIP Code helps to direct your mail more efficiently and accurately.



Abbreviations

Envelopes

Letters, bills, greeting cards, and other documents can be sent in standard white, manila, or recycled paper envelopes. Items needing extra protection can be sent in bubble-lined, padded paper, or waterproof envelopes. These envelopes, along with stationery and prepaid First-Class Mail postcards and envelopes, can be purchased at the Post Office.

Express Mail and Priority Mail envelopes are available at your Post Office or visit www.usps.com for items sent using either of these services. You must use the USPS-provided address label for Express Mail.

Online Shipping Labels

Lower prices are available through online postage with Click-N-Ship™. Domestic Express Mail prices are 5% lower than retail and Priority Mail prices are also lower when you print your postage online. Delivery Confirmation is provided for all domestic Priority Mail packages sent with Click-N-Ship postage at no additional cost. Most international postage may be purchased online for Global Express Guaranteed, Express Mail International, and Priority Mail International. You will receive a 10% online discount on Global Express Guaranteed, 8% on Express Mail International and 5% on Priority Mail International shipments when printing and paying for postage using

Click-N-Ship! You can arrange for a pickup online or give your prepaid package to your letter carrier, drop it in a nearby blue collection box, or take it to the Post Office. Learn more about Click-N-Ship at www.usps.com.

Addressing

Placement

Print the delivery and return addresses on the same side of your envelope or card. The addresses should be written parallel to the longest side.

Addressing Letters

Print or type clearly with a pen or permanent marker so the address is legible from an arm's length away. Do not use commas or periods.

Return Address

A return address is required on most mail.

Express Mail®

For Express Mail, you must use the address labels provided by the Post Office.

Military Mail

Military addresses must show the full name with middle name or initial and the PSC number, unit number, or ship name. Replace the city name with "APO," "FPO" or "DPO," and the state with "AA," "AE," or "AP," and use a special ZIP Code.

AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Islands
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

Preparing Packages

Careful preparation of your package helps to ensure safe delivery.

The Box

Choose a box with enough room for cushioning material around the contents. Sturdy paperboard or corrugated fiberboard boxes are best for weights up to 10 pounds. If you are reusing a box, totally remove or obliterate all previous labels and markings with heavy black marker.

Where to Find Boxes

You can purchase boxes and tubes of various sizes at most Post Offices. Express Mail and Priority Mail boxes are available free at the Post Office for items sent using either of these services. While you are not required to use the free packaging for these services, you must use the address label provided by the Post Office for Express Mail. To order Express Mail or Priority Mail boxes at no extra charge, call 1-800-222-1811 or visit www.usps.com and click on 'supplies' under 'Shipping Tools'.

Cushioning

Place the cushioning all around your item or items. You can use newspaper, "foam peanuts," or shredded paper. Close and shake the box to see if you have enough cushioning. If you hear items shifting, add more cushioning.

Placing an extra address label with the delivery and return addresses inside the package will ensure that the item can be delivered in case the outside label becomes damaged or falls off.

Mailing Fragile Items

Use foamed plastic or padding to protect your items, placing the cushioning inside hollow items as well. Mark the package "Fragile" or mark "Perishable" on packages that contain food or other items that can spoil. Careful packaging is the best way to safeguard your valuable items against damage.

Mailing Heavy Items

If you are mailing a very heavy or very dense item, start with a sturdy box, pack the contents securely with a strong material for bracing to prevent shifting, and tape all the edges with reinforced tape. Packages heavier than 70 pounds cannot be mailed.

Sealing

Tape the opening of your box and reinforce all seams with 2-inch-wide tape. Use clear or brown packaging tape, reinforced packing tape, or paper tape. Do not use cord, string, twine, masking or cellophane tape.

Place a strip of clear packaging tape over your label to prevent the address from smearing.

Return Address

Print or type your address in the upper left corner on the same side of the package as the delivery address.

Extra Services

Place labels for extra services above the delivery address and to the right of the return address, or to the left of the delivery address.

Postage

Use stamps, a postage meter, or a PC Postage system to affix the correct amount. You can calculate and purchase postage online at www.usps.com.



Delivery Address

Print or type the delivery address parallel to the longest side of the package. Print or type clearly with a pen so that your address is legible from an arm's length away. Do not use commas or periods.

Confirmation Services

Labels for Delivery Confirmation or Signature Confirmation are placed to the left of the address label.

City, State, and ZIP Code

To find the correct spelling of a city name and state abbreviation or to find a ZIP Code, visit www.usps.com or call 1-800-ASK-USPS. Using the correct ZIP Code helps direct your mail more efficiently and accurately.

Drop Off

If your mail item weighs 13 ounces or less, and you have affixed correct postage, you can drop it into a blue collection box. If your item weighs more than 13 ounces, and you have affixed postage stamps, you must take it to the Post Office.

Tips and Tools for Measuring

Use these rulers and guide boxes to measure the shape and size of your mail.



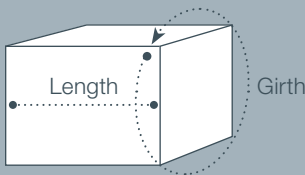
maximum thickness for
Letters 1/4" thick



maximum thickness for
Large Envelopes 3/4" thick

maximum size for Postcards
6" long x 4-1/4" high

minimum size for
Postcards and Letters
5" long x 3-1/2" high



Length = longest side of the box

Girth = measurement around the thickest part of the box perpendicular to the length

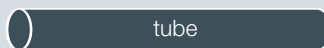
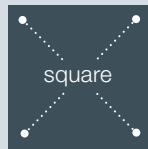
For Parcel Post, the maximum length + girth is 130".

For other services, the maximum length + girth is 108".

Oversized prices may apply.

Once a piece of mail exceeds the maximum length, height, or thickness of one shape, it automatically gets classified as the next largest shape.

maximum size for Letters
11-1/2" long x 6-1/8" high
Large Envelopes exceed one of the
letter size maximum dimensions.



Unusual Shapes and Sizes

Sometimes a piece of mail requires additional postage because it is a certain shape or size that is difficult to process on mail sorting machines. To make sure you're paying the correct postage, visit www.usps.com or call 1-800-ASK-USPS. These are examples of mail that could require additional postage:

• Square envelopes

- Packages larger than 34 inches long, 17 inches wide, or 17 inches high
- Packages weighing more than 35 pounds
- Envelopes on which the address is written parallel to the shorter edge
- Books or printed material weighing more than 25 pounds
- Large, lightweight Priority Mail and Parcel Post packages.

• Tubes and rolls

Sending and Receiving Mail

Here are some useful mailing hints for senders and recipients.

Sending Mail

You can send mail by:

- Dropping it into a blue collection box
- Leaving it in your home mailbox
- Taking it to a Post Office

If your mail item weighs 13 ounces or less, and you have affixed correct postage, you can drop it into a blue collection box. If your item weighs more than 13 ounces, and you have affixed postage stamps, you must take it to the Post Office.

Scheduling a Pickup

Whether it's Carrier Pickup™ or time-specific Pickup On Demand®, USPS pickup options make shipping your packages quick and convenient.

Carrier Pickup is the easy, convenient way to send packages. Just submit your request online and have your Priority Mail, Express Mail or international packages, with postage affixed, ready before your carrier arrives. It's that simple!

Pickup On Demand allows you to schedule time-specific pickups within a 2-hour time frame. A letter carrier will make a special trip to your home for a fee of \$14.75, to pick up Priority Mail, Express Mail, or Parcel Post packages that have postage affixed. There is no additional charge for picking up multiple pieces of mail. Visit www.usps.com/pickup or call 1-800-222-1811 for additional information or to schedule a pickup.

Holding Mail

If you plan to be out of town on business or vacation, you may want to temporarily stop delivery of your mail. To have the Postal Service hold your mail up to 30 days, visit www.usps.com, call 1-800-ASK-USPS, or fill out a "Hold Mail" form at the Post Office. When you return, you can either pick up your mail from the Post Office or have it delivered to your home.

Change of Address and Mail Forwarding

Before you move, get a copy of the *Mover's Guide* from your Post Office and return the completed form to your letter carrier or your Post Office. The *Mover's Guide* includes postcards to help you contact banks, utility companies, and magazine publishers with your new address. You can also save a trip to the Post Office by visiting www.usps.com to change your address online. Fast and easy—takes less than five minutes.

Notify your Post Office at least one month before you move to ensure uninterrupted mail service. Express Mail, Priority Mail, and First-Class Mail will be forwarded at no charge for one year. Magazines and newspapers will be forwarded for 60 days.

Premium Forwarding Service

Going away for a while? Have all your mail sent to you at your temporary location.

Premium Forwarding Service (PFS) is a domestic service that forwards ALL of your mail from your permanent address to a temporary address.

Your mail will be forwarded to you on a weekly basis for a minimum of two weeks up to one year. You do not miss important mail while you are away—all your mail reaches you. One flat fee for each weekly Priority Mail shipment plus an application fee.

If you are a snowbird, college student, executive, individual with an extended family care situation, or away on extended vacation, all are possible candidates for Premium Forwarding Service.

Never again miss a mail delivery when you're away from home. It is easy to enroll in Premium Forwarding Service. Visit your local Post Office to enroll.



Signing for Mail

Some pieces of mail require a signature from the recipient at the time of delivery. This includes items sent with Express Mail, Certified Mail, COD, Insured Mail, (over \$200) Registered Mail, Return Receipt, and Signature Confirmation.

Recipient Responsibilities

When you sign for a piece of mail, you acknowledge delivery. The Postal Service's liability ends when you sign for the mail. You may ask the letter carrier for the sender's name and address before you accept the mail. You may not open the mail, but you may look at it as long as the letter carrier is holding it before you choose to sign for it.

Delivery If Recipient Is Not Home

If no one is home when the letter carrier attempts delivery, the letter carrier will leave a notice and return the item to the Post Office. Check the notice for specific instructions or call 1-800-ASK-USPS to have the mail redelivered. If the sender has not asked for Restricted Delivery, the carrier may deliver the mail to anyone who receives mail at that address.

Confirming Delivery

Visit www.usps.com or call 1-800-222-1811 to get delivery information on Express Mail and mail with extra services. You will need the item number from your mailing receipt or label.

Restricting Delivery

Restricted Delivery service ensures that only a specified person (or the person's authorized agent) will receive a piece of mail. This service costs \$4.30. Restricted Delivery is available only if you also purchase Certified Mail, Insured Mail (for more than \$200 coverage), COD, or Registered Mail.

Filing a Claim

You can file a claim for compensation for loss or damage of Insured Mail, Registered Mail, and Express Mail. Take the damaged item and proof of its value along with the original box and packaging materials and the original mailing receipt to any Post Office. A clerk will help you file your claim. Visit www.usps.com for general filing instructions, including payable and nonpayable claims.



Perishable Items

Some items require special packaging or special permission to be mailed. Call 1-800-ASK-USPS or visit your Post Office to find out how to mail these items:

- Live animals
- Fresh fruits and vegetables
- Plants

Keep the Mail Safe: Hazardous and Restricted Materials

Some things cannot be mailed or can be mailed only in small quantities for safety and legal reasons. Some items have restrictions on how they can be mailed, including:

- Aerosol cans
- Firearms
- Flammable materials
- Liquids and powders
- Lottery tickets
- Poisons

Some items, however, are not permitted in the mail, including:

- Alcoholic beverages
- Ammunition
- Drug paraphernalia
- Fireworks and other explosives

Call 1-800-ASK-USPS or visit your Post Office if you have questions about the item you want to mail.

Postage Prices

To calculate domestic and international prices, visit www.usps.com or call 1-800-ASK-USPS.

Simplified Price Chart

Prices Effective January 18, 2009



One ounce is approximately equal to three sheets of paper plus a standard envelope.

Express Mail®

Flat-Rate Envelope \$17.50

Express Mail cost is based on weight and distance.

For Sunday/holiday delivery, add \$12.50.

Prices are available up to 70 lbs.

Priority Mail®

Flat-rate envelope \$4.95

Priority Mail Flat-Rate Boxes are available, regardless of the actual weight of the piece at the following prices:

Small Flat-Rate Box

- Domestic or APO/FPO addresses: \$4.95

Regular Flat-Rate Boxes

- Domestic or APO/FPO addresses: \$10.35

Large Flat-Rate Box

- APO/FPO destination addresses: \$11.95

- Domestic address: \$13.95

First-Class Mail® Letters and Cards

Postcard	\$ 0.27
1 oz	\$ 0.42
2 oz	\$ 0.59
3 oz	\$ 0.76
3.5 oz	\$ 0.93

For heavier weights, or unusually-shaped letters see First-Class Mail Large Envelopes.

Letters are subject to a \$0.20 surcharge if they are square, rigid or have certain nonmachinable characteristics.

First-Class Mail® Large Envelopes

1 oz	\$ 0.83
2 oz	\$ 1.00
3 oz	\$ 1.17
4 oz	\$ 1.34
5 oz	\$ 1.51
6 oz	\$ 1.68
7 oz	\$ 1.85
8 oz	\$ 2.02
9 oz	\$ 2.19
10 oz	\$ 2.36
11 oz	\$ 2.53
12 oz	\$ 2.70
13 oz	\$ 2.87

If more than 13 ounces, see Priority Mail.

First-Class Mail® Parcels

1 oz	\$ 1.17
2 oz	\$ 1.34
3 oz	\$ 1.51
4 oz	\$ 1.68
5 oz	\$ 1.85
6 oz	\$ 2.02
7 oz	\$ 2.19
8 oz	\$ 2.36
9 oz	\$ 2.53
10 oz	\$ 2.70
11 oz	\$ 2.87
12 oz	\$ 3.04
13 oz	\$ 3.21

If more than 13 ounces, see Priority Mail.

Parcel Post®

Prices are based on weight, shape, and distance. For example, a 5-lb package would cost approximately \$5.21-\$14.28. Very heavy or unusually-shaped items may require additional postage.

Media Mail™

1 lb	\$ 2.23
2 lbs	\$ 2.58
3 lbs	\$ 2.93
4 lbs	\$ 3.28
5 lbs	\$ 3.63

Prices are available up to 70 lbs.

Extra Services

Certificate of Mailing	\$ 1.10
Certified Mail	\$ 2.70
Delivery	
Confirmation	\$ 0.65-\$ 0.75
Insured Mail starts at	\$ 1.70
Registered Mail starts at	\$10.00
Restricted Delivery	\$ 4.30
Return Receipt starts at	\$ 2.20
Electronic	\$ 1.00
Signature Confirmation	\$ 2.20

Click-N-Ship™

Save time and money when you print your postage online through Click-N-Ship (see page 13).

Other Products and Services

For more information about these services, visit www.usps.com, call 1-800-ASK-USPS, or stop by your Post Office.

International Mail

You can mail postcards, letters, large envelopes, and packages from the United States to other countries. As with domestic mail, you can choose the best service based on speed, cost, and extra services. Customs forms are required on most international packages. To learn more about options for international mail and to calculate postage, visit www.usps.com/global or call 1-800-ASK-USPS. Your Post Office can also help you send mail internationally.

Military Mail

The Postal Service can deliver your letters and packages to more than 300 military Post Offices overseas. Many services available for domestic mail are also available for military mail. There may be restrictions on the size or content of your mail. Visit the domestic price calculator at www.usps.com or call 1-800-ASK-USPS for details.

Money Orders

Money orders are a safe alternative to sending cash through the mail. A lost or stolen money order can be replaced. You can buy money orders at all Post Offices in amounts up to \$1,000 each. Most money orders cost \$1.05-\$1.50.

Passports

Some Post Offices offer passport application and renewal services. For more information about passport application forms and locations, call 1-800-ASK-USPS or visit <http://travel.state.gov>.

Paying for Merchandise

For a small fee, you can send merchandise COD (Collect on Delivery) and have the Postal Service collect payment from the recipient and send it to you.

PC Postage™

Enjoy the convenience of printing postage directly from your home or office using PC Postage products. Postal Service-approved providers offer hardware and software products that allow you to purchase and print postage using a computer and the internet. Learn more at www.usps.com/postagesolutions.

Post Office™ Boxes

A Post Office box is a great way to receive mail where and when it's most convenient for you. You can rent a P.O. box online at www.usps.com or at most Post Offices. Prices vary depending on the location of the Post Office and the P.O. box size.

Stamp Collecting

If you are interested in stamp collecting or the *USA Philatelic* catalogue, visit www.usps.com or call 1-800-STAMP24. Stamp products make great gifts.

Tips for Frequent Mailers and Small Businesses

Postage Solutions

Postage meters and PC Postage products offer the convenience of postage when you need it from your home or office. Many PC Postage products include valuable features, such as software accounting of mailing expenses and integrated scales for exact postage calculations. Learn more at www.usps.com/postagesolutions.

Commercial Prices

If you have larger volumes of mail and are willing to invest some time learning more about preparing and sorting mail, you might qualify for lower postage prices. To qualify for these prices, you must mail at least 200 newsletters, flyers, or ads or 500 or more postcards, letters, or invoices at a time. To learn more about whether bulk mail is right for your small business or organization, access Business Mail 101 or the DMM 200, *An Introduction to Mailing for Businesses and Organizations* at pe.usps.com. To learn more about discounted international prices, visit www.usps.com/global.

Pickup On Demand®

For a fee of \$14.75, the Post Office will pick up your postage-paid Priority Mail, Express Mail, Parcel Post, and GXG packages from your small business or organization within a scheduled 2-hour time frame. There is no additional charge for picking up multiple pieces of mail. Correct postage must be affixed to each piece prior to pickup. Call 1-800-222-1811 or visit <http://pickup.usps.com/pickup> for additional information or to schedule a pickup.

Carrier Pickup™

With a click of the mouse, schedule a pickup of your Express Mail, Priority Mail and International packages. With postage affixed, your letter carrier will pick up the packages during their normal delivery time. This service is free of charge, regardless of the number of Express Mail, Priority Mail, and international packages you are sending. Whether it is a one-time event or multiple shipments, you can plan your pickup schedule up to three months in the future. Visit www.usps.com and click on “schedule a pickup” for additional information or to schedule a pickup now.

Free Supplies

If you mail a lot of Priority Mail or Express Mail items, you can save trips to the Post Office by ordering packaging supplies, including envelopes and boxes, online at www.usps.com or by calling 1-800-222-1811.



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This guide answers many questions about our products and services. If you have special mailing needs or questions not answered here, call 1-800-ASK-USPS or visit your Post Office.

Where can I buy stamps?

Visit www.usps.com or call 1-800-ASK-USPS if you need to:



www.usps.com

1-800-STAMP24

Stamp vending machines

By mail

Supermarkets

Post Offices



Find ZIP Codes

Calculate domestic and international postage prices

Change your address

Track or confirm a delivery

Locate a Post Office and its hours

Put your mail on hold

Schedule a pickup

Customer Concerns

If you are happy or unhappy with our service, we want to know. Give us the opportunity to serve you better by visiting www.usps.com, calling 1-800-ASK-USPS, or speaking to the Postmaster or manager at your local Post Office.

International Prices¹

For more information visit www.usps.com and click on “Calculate Postage”

Global Express Guaranteed™ (GXG)

Guaranteed delivery by a specified date to more than 190 countries—our most reliable and fastest service. Insurance included, starting at \$31.95.

Express Mail International – Selected countries

Weight not over (lb.)	Canada	Mexico	Spain	Central/South America
0.5	\$25.95	\$25.95	\$27.95	\$27.95
1	\$30.00	\$29.50	\$32.50	\$32.50
2	\$33.50	\$33.25	\$37.00	\$37.00
3	\$37.00	\$37.00	\$41.50	\$41.50
4	\$40.50	\$40.75	\$46.00	\$46.00

Maximum weight varies according to country

Priority Mail International – Selected countries

Weight not over (lb.)	Canada*	Mexico	Spain	Central/South America**
1	\$19.00	\$19.00	\$26.50	\$23.00
2	\$20.75	\$22.75	\$29.75	\$26.75
3	\$22.50	\$26.50	\$33.00	\$30.50
4	\$24.25	\$30.25	\$36.25	\$34.25
5	\$26.00	\$34.00	\$39.50	\$38.00

*Minimum weight for Canada: 1 lb. **Rate varies according to country

First-Class Mail International – Letter-size

Weight less than (oz.)	Price Group 1	Price Group 2	Price Groups 3-5	Price Groups 6-9
1	\$0.72	\$0.72	\$0.94	\$0.94
2	\$0.96	\$1.27	\$1.74	\$1.69
3	\$1.20	\$1.82	\$2.54	\$2.44
3.5*	\$1.44	\$2.37	\$3.34	\$3.19

Price Group 1: Canada

Price Group 2: Mexico

Price Group 3-5: Australia, China, Eastern Europe, Hong Kong, Japan, Russia, South Korea, Turkey, Western Europe

Price Group 6-9: Africa, Asia (see exceptions in Price Groups 3-5), Central America, Middle East, New Zealand, South America

*For weights over 3.5 ounces – use flat-size prices.

Postcards

Canada and Mexico	\$0.72
Other countries	\$0.94

DineroSeguro®

Send money to Mexico electronically from Post Offices in the United States. DineroSeguro®, an electronic transfer service is offered at many locations. Call 1-888-ENVIOMX (1-888-368-4669) to find a convenient location.

¹ International prices vary according to service, weight, and country of destination. Visit our Web site at www.usps.com or call 1-800-ASK-USPS for more information.

A Customer's Guide to Mailing is also available in Chinese and Spanish.
Ask your local Post Office for a copy.



我們亦提供中文及西班牙文本「客戶郵寄指南」。
請向您當地郵局索要一本。PSN: 7610-07-000-7685



También se encuentra a su disposición una Guía del Cliente para el Envío por Correo en los idiomas chino y español. Solicite una copia en su Oficina de Correo. PSN: 7610-07-000-7132.

Domestic Mail Manual 100 Series

PSN: 7610-05-000-5072