

External Mail - Preparation

Federal mail to be metered:

All postage to be metered is charged to the initiating department through their account number. For departments, this can be submitted via the Postage Card. Stationery and envelopes ordered through UC's Printing Department should have their mail location number incorporated into the address. This is used by UC Mail Services for processing.

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

Envelopes with side flaps must be sealed by the department. Our postage machines cannot seal side flaps.

Avoid use of red or black colored envelopes. The metering ink is red and cannot be seen on the mail piece. Also, avoid the use of wax-like or shiny surfaces. The metering ink will rub off and the USPS will reject the mailing.

Federal mail to be metered that is destined for a foreign country should have either AIR MAIL printed or typed on the front and/or forwarded in an air mail envelope obtainable from the Federal Post Office. This mail should be segregated from other mail to be metered.

The use of staples to secure or seal a letter, flyer or package is not recommended by the Federal Post Office and disallowed for mail automation handling. In place of staples, "tabs" are now used. A tab is a small, separate circular paper/plastic piece with an adhesive side that folds over to secure the pages together. Envelopes, besides the conventional means of sealing, may be sealed using cellophane tape as long as the flap is adequately covered, but avoid placement of this tape where a barcode is applied (lower right).

Departments or organizations that need to process mail for placement into the Federal Postal System after hours or on Saturdays should purchase stamps for their envelopes.

The Mail Services Department is authorized to meter postage for all university correspondence reflecting a University of Cincinnati return address. **Any mailing lacking this address or having another return address will need a letter of acceptance accompanying the mailing.** This letter should include the reason for not using the University of Cincinnati return address and expected frequency of use if applicable and a department's authorized signature. Mail submitted without this letter cannot be metered.

The current mail pickup service will be between 8:00 and 11:00 a.m. and 11:00 a.m. and 2:00 p.m. During rare times of unexpected crises, most departments will receive at least one delivery and pickup.

For federal mail with a stamp already affixed, the Mail Services Department will accept and pick up via your route carrier, sorted in the University's Mail Center and delivered to the Federal Postal System that same day.