

Insured Mail

Insurance up to \$500.00 can be obtained for materials that are sent within the United States, 1st class and parcel post. If you are sending items that are valued at more than \$500.00, you should use registered mail; insurance is available up to \$25,000.00.

If you use express service, your merchandise is covered up to \$500.00 automatically at no additional fee. Also when sending by way of express mail, document reconstruction insurance, i.e., replacement of blueprints, is available up to \$50,000.00 per piece and subject to a limit of \$500,000.00 per occurrence.

To request insurance on any of your mailings, it is best that you personally take the shipment to any of the mail centers for processing and assessment of fees. The returned receipt that is detached from the insured label, bearing the official postmark placed by the Mail Services Department, should be retained by the sending department if a claim would need to be pursued. This receipt must accompany such claim that would be filed.

Indemnity is paid minus depreciation and claims involving spoilage of perishable items are not honored.

Since the University does not have a special mail courier, incoming insured mail arrives with routine departmental deliveries.