Why is your **mail location** important?

Mail Services only delivers interdepartmental and USPS (post office) mail items to pre-determined university offices, identified by unique, four-digit mail location numbers. *Mail Services does not deliver to every room or office on campus.*

**Official Addressing Methods for the University of Cincinnati** - To receive your campus mail deliveries with the greatest accuracy and timeliness, be sure to follow these addressing methods.

**Deliveries by the USPS (post office)**, provide your department’s official PO Box number, and zip code, with your name and department address as shown below:

**MAIN CAMPUS**

- **Name**
- **Department**
- **University of Cincinnati**
- **PO BOX 21XXXX**
- **Cincinnati OH 45221-XXXX**

**MEDICAL CAMPUS**

- **Name**
- **Department**
- **University of Cincinnati**
- **PO BOX 67XXXX**
- **Cincinnati OH 45267-XXXX**

**Direct Deliveries by United Parcel Service (UPS), FedEx, etc.**, provide your four-digit mail location in parentheses after your name or department address, as shown in the example below:

- **John Q. Employee**
- **Academic Department(XXXX)**
- **University of Cincinnati**
- **2622 Main Street**
- **Cincinnati OH 45221**

In the examples above, where **XXXX** appears, fill in with your correct four-digit mail location, which can be found after your name in the online UC Directory ([http://ucdirectory.uc/edu/](http://ucdirectory.uc/edu/)).

(Clermont College, Raymond Walters College, UC Reading and UC East may also receive mail directly from their local Post Offices.)
Controlling Your Postage Account

In order to better control your postage account there are several suggestions that will not only provide savings and better accountability for your department, but will aid Mail Services in processing your mail:

1. In order to maintain control over postage expenses, departments are advised to contact David Breen (513-556-3987) to establish a departmental Postage Card (3-1/2” x 5” with barcode).

2. Make sure your Postage Card is submitted with all of your outbound envelopes or packages. When submitting large numbers of letters, it is acceptable to identify the top piece only with the Postage Card to be charged IF the bundle or stack being submitted is secured properly using rubber bands.

3. Identify the type of service requested if other than 1st class. (All mail will be sent 1st class if not indicated otherwise.)

4. Segregate with rubber bands different accounts that are picked up at the same location.

5. Do not use air mail envelopes provided by the Federal Post Office to send mail domestically within the continental United States and into its territories, Virgin Islands, Puerto Rico, and Guam. (Airmail envelopes are used for foreign countries only, including Canada and Mexico.)

6. Segregate with rubber bands mail for foreign countries, mail needing to be metered for the United States and mail that already has a stamp affixed to it.

7. Do not lend or give your Postage Card to those outside your department.

8. Envelopes printed with an indicia in lieu of postage can only be submitted for bulk mailings (200 pieces minimum, standard class; 500 pieces minimum, 1st class), not single submittals. A bulk mailing requires a mailing statement to accompany the mailing.

9. Maintain records on submitted bulk mailings and all mail if possible.

10. Reconcile your monthly postage charge statement using those records.

11. Updates/questionnaires, checks, or general correspondence to employees should ordinarily be forwarded through the interdepartmental mail system and not sent to their home. Interdepartmental mailings are free; placement in the Federal System is not.

12. Define or provide departmental guidelines or approvals when it is necessary to send large mailings: that of sending 200 or more identical pieces 1st class instead of using standard class bulk service at 1/3 the cost, and/or sending mail registered, certified, or express. Having the staff more accountable for their mailings, especially when costly services are requested and more economical services not pursued.

13. The US Postal Service now uses shaped-based guidelines to establish price. If you can send mail “folded” (to be sent as a letter) this will save you money.

14. A complete monthly listing of services and charges, i.e., 1st class, bulk mail, business reply, etc., is available upon written request. Requests are made to the Operations Manager at Mail Location 0041 (513-556-3987).
Internal Mail

- In order to use the University's mail system for interdepartmental mail transfer, place correspondence into one of the official envelopes specifically marked for this service. They are available through Central Stores at 513-556-5659.

- Complete all address information (mail location number, department, individual, and from whom it originated, which may be a name and/or mail location number); then place into your designated mailbox or container for pickup.

- Be sure to mark out any previous addresses on the envelope to avoid possible delays.

- For sending to mail locations in the immediate proximity (next door, down the hall), we encourage departmental delivery for quick response.

- Chain letters and other personal mail are prohibited.

- Transfer of boxes or other non-mail items, other than individual mailings, should be handled by the department or a private courier service.
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.
Addressing Standards

The University of Cincinnati has adopted a standardized address format for outbound federal mail, which incorporates our mail location number in a convention that the U.S. Postal Service has prescribed.

Proper addressing using the accepted standardized format will increase accurate sorting and thus expedite your mail. DO NOT USE the official street address for mailing purposes - use the mail location number (see below).

Addressing standards have been instituted by the Federal Post Office to allow your 1st class mail to be machine read by their OCR (Optical Character Reader) scanner, thus maximizing accuracy and speed of delivery.

The following examples illustrate how to apply this format to your department:

West Campus

Name: G R Smith
Dept. or ORGN: Purchasing Dept.
UC: University of Cincinnati
PO Box + ML: PO Box 210089
City State Zip +4(ML): Cincinnati OH 45221-0089

East Campus

Name: T R Jones
Dept. or ORGN: Psychiatry
UC: University of Cincinnati
PO Box + ML: PO Box 670559
City State Zip +4(ML): Cincinnati OH 45267-0559

The Campus Receiving address, 792 E. McMillan, should only be used for parcel shipments. This center utilizes all other common freight carriers.

The example below uses "no punctuation" in the address and lists the attention line second from the top. Standard abbreviations are used for State, Street, Direction and Building Units. Window envelopes use the same address placement and should be formatted to allow the address to be completely visible even with internal movement from the insert. No other information other than the address should be visible in the window.

Margins for address placement are:
Sides - 1/2" from the right and left edges
Bottom - 5/8" up from the bottom edge
Top - 2 3/4" up from the bottom edge

The address field must not extend farther than 9 3/4" from the right edge. The return address should not fall below the address block area.

The following is a sample of a correct OCR readable address:
Acceptable OCR readable envelope dimensions are:

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>3 1/2&quot;</td>
<td>6 1/8&quot;</td>
</tr>
<tr>
<td>Length</td>
<td>5&quot;</td>
<td>11 1/2&quot;</td>
</tr>
<tr>
<td>Thickness</td>
<td>.007&quot;</td>
<td>1/4&quot;</td>
</tr>
</tbody>
</table>
USPS Update on Address Placement for Flat-Sized Mail

Effective March 29, 2009, all flat-sized mail will need to have the address placed in the upper half of the mail piece as shown in the example below.

The dimensions of a flat-sized mail piece range from a minimum size of 6-1/8" high and 11-1/2" long to a maximum size of 12" high and 15" long. The thickness can be up to 3/4", but no thinner than 1/4".

For detailed information, please refer to: http://www.usps.com/nationalpcc/ppt/FSSMailingIndustry.ppt or contact Mail Services at 556-5655.

- Standard Destination Address Block

The entire delivery address must be within the top half of the mailpiece. The “top” of the mailpiece is either of the shorter edges. Optimal placement is at the top edge (while maintaining the 1/8” clearance requirement). If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1” of the top edge.
USPS Update on Address Placement for Flat-Sized Mail

Effective March 29, 2009, all flat-sized mail will need to have the address placed in the upper half of the mail piece. A flat-sized mail piece is similar to a gray manuscript envelope. Minimum size is 6-1/8" high and 11-1/2" long. The maximum size is 12" high and 15" long. Thickness can be up to 3/4" but no thinner than 1/4", per example below. For further information contact Mail Services at 556-3987.

Flats Delivery Address Placement on Enveloped or Polywrapped Pieces

---

Standard Destination Address Block

* The entire delivery address must be within the top half of the mailpiece. The "top" of the mailpiece is either of the shorter edges. Optimal placement is at the top edge (while maintaining the 1/8" clearance requirement). If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed with 1" of the top edge.
Non-Envelope Mail

Unenveloped letter-size mail pieces, i.e. tri-fold newsletters, flyers, questionnaires, need to be tabbed (secured from opening using a small round wafer seal or tab) to assist the USPS with faster and better handling of your mail.

Today's mail environment is highly technical, utilizing high-speed optical character readers among many other automated systems. Untabbed mail pieces cause jamming by fanning out as they travel through the USPS processing equipment, resulting in damaged or destroyed mail, and thus mail not delivered.

Proper placement of these tabs or wafer seals is as follows:

- Using one tab or wafer seal:
  1. The folded edge is at the bottom.
  2. Place at the top in the middle covering a little of the front and back per example:

  ![Example of one tab placement]

  4. Minimum paper weight for 2 or more sheets together, 24 lbs.
  5. Double postcard (also can be tabbed on either open end).

- Using two tabs or wafer seals:
  1. The open end is on the bottom.
  2. Place tabs on the bottom covering a little of the front and back per example:

  ![Example of two tab placement]

  3. The seals must be placed within one inch from the right and one inch from the left.

Other forms of securing, such as stapling, are discouraged, causing jam-ups in USPS equipment and hand injuries to workers. Even scotch tape can be a problem because of inconsistent placement that could extend into the barcode area, thus preventing proper mail identification.
Weight Restriction/Letter Size

To prevent letter bombs, the U.S. Postal Service has a regulation for all 16 oz. plus mail pieces. When mailing packages that weigh over 16 oz., the package must either have postage applied by Mail Services, or be taken directly to a Post Office for approval with a clerk. Mail that is over 16 oz. and not approved will be sent back to the sender with the following notice:

Important Customer Information

We regret that your mail is being returned to you because of heightened Security measures. All domestic mail, weighing 16 ounces or over, that bears stamps and all international and military APO/FPO mail weighing 16 ounces or over MUST be presented to a retail clerk at a post office. Postage that is affixed to the returned mail may be used for re-mailing the item.
Business/Courtesy Reply Mail

Business reply mail is a service by which correctly formatted mail can be forwarded back to the original sender free of cost to the party responding. All fees are assessed to the permit holder for actual mail received, and thereafter internally charged to the initiating department.

The permit holder for the University of Cincinnati is the Mail Services Department. Our number, 1185, can be used by all University departments as well as bonafide student or faculty organizations.

Various postal fees have been paid in order for the University to gain maximum discounts if the business reply envelope or postcard format is correctly prepared. A correct format includes a valid nine-digit ZIP, FIM markings and bar code reflecting the ZIP, as well as acceptable placement of the address. The University has been assigned a specific address (below) to use with business reply mail. In order to verify that you are using a valid number as well as following the other requirements, it is necessary that you review them with Mail Services before presenting your order to the printer.

If your business reply mailing needs are small, you may be able to be served by buying already prepared envelopes from Central Stores. These envelopes require some additional information to be added by the department, but otherwise are formatted correctly using a generic ZIP and barcode.

The following address format and zip code assignment must be used on any printings of business reply mail associated with the University of Cincinnati. Our permit number for business reply mail is 1185.

The format includes a PO Box in lieu of a street address (which is now required in automation discount) and a zip code.

For designing a postcard, use the following information, adding your specific department name and/or person’s name:

```
POSTCARD
NAME
DEPARTMENT NAME
ACCT.NO.___________
UNIVERSITY OF CININNATI
PO BOX 193713
CINCINNATI OH 45219-9904
```

Postcards must be rectangular in shape, not less than 3 1/2 by 5 inches or greater than 4 1/4 by 6 inches and of uniform thickness not less than 0.007 inches. Cards larger than those dimensions are mailable but are charged at the letter rate. (RECOMMENDATION: Try not to just use the minimum for thickness, a heavy weight paper moves easier through USPS equipment.)

When selecting a printing company to handle your order, make sure that the bar code printed on the mail piece reflects an appropriate assigned ZIP + 4 per example. Each size category has a different + 4 ZIP add on.

Also, it would be helpful if a proof of your next business reply mail piece was reviewed by the Mail Operations Manager at 556-3987.

Account number – You may use the number directly under the barcode from your Postage Card. It will be in the following format: (as an example) ML – 0192 – 01
If your business reply mail will be utilizing an envelope, the following standards apply for a 1-oz. letter: The size of the envelope cannot be smaller than 3 1/2 by 5 or greater than 6 1/8 by 11 1/2 inches. The thickness cannot exceed 1/4 inch.

**1-OZ. LETTER**

<table>
<thead>
<tr>
<th>NAME</th>
<th>(OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>(OPTIONAL)</td>
</tr>
<tr>
<td>ACCT.NO.</td>
<td>ML________</td>
</tr>
<tr>
<td>UNIVERSITY OF CINCINNATI</td>
<td></td>
</tr>
<tr>
<td>PO BOX 193713</td>
<td></td>
</tr>
<tr>
<td>CINCINNATI OH 45219-9902</td>
<td></td>
</tr>
</tbody>
</table>

Please apply the following for the use of either a 2-oz. letter or a "flat" size mail piece for Business Reply Mail. Dimensions for a 2-oz. letter are the same as a 1-oz. letter. A "flat" is a mail piece not less than 6 1/8 by 11 1/2 inches or greater than 12 by 15 inches and not exceeding 3/4 inches in thickness.

**2-OZ. LETTER OR FLAT SIZE**

<table>
<thead>
<tr>
<th>NAME</th>
<th>(OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>(OPTIONAL)</td>
</tr>
<tr>
<td>ACCT.NO.</td>
<td>ML________</td>
</tr>
<tr>
<td>UNIVERSITY OF CINCINNATI</td>
<td></td>
</tr>
<tr>
<td>PO BOX 193713</td>
<td></td>
</tr>
<tr>
<td>CINCINNATI OH 45219-9903</td>
<td></td>
</tr>
</tbody>
</table>

The address format for a BUSINESS REPLY MAIL piece has a different PO Box number and Zip Code than our standard university address format. This is due to the USPS requirement that our BUSINESS REPLY MAIL be directed to the USPS Corryville Branch Station for assessment of fees as outlined in the USPS Domestic Mail Manual. The University of Cincinnati picks this mail up from the Corryville Branch daily.
Courtesy Reply Mail (CRM)

Courtesy reply mail (CRM) is advisable when responses are more or less assured, such as invoices for payment sent by mail. With CRM, you (the sender) provide your customer (the respondent) with a pre-printed return envelope or card. The respondent, however, pays the return postage. Making your CRM machine readable and using barcodes can lead to more efficient service through processing on automated equipment. For large billings, more efficient service means significant amount of revenue received earlier. Make sure that the format of CRM envelopes and cards is correct before you print them. Mail Services can determine whether your CRM piece meets certain requirements.
Express Mail/Overnight Delivery

This special service provides delivery overnight per qualifying times of receipt to any location in the continental United States, and delivery within 3 to 5 days worldwide. Verification of the qualifying or cut-off times can be obtained from the Mail Services Department.

Express mail is picked up from the Mail Services Department by the Federal Postal Service at 3:30 p.m. In order to meet the deadline, express mail should be submitted at the Mail Center before 2:00 p.m.

Express mail labels (which must accompany the shipment) and/or large express envelopes can be obtained in advance by telephone request or personal pickup from any of the University Mail Centers including the Main Campus Bookstore location.

It is the responsibility of the sending department to complete the "ship to" and "from" address blocks located on the bottom portion of the express label. After completion, you may place in your department's outbound mailbox or take it to the Mail Center. A copy of the express label will be sent back to the originating department with assessment of all fees by the U.S. Post Office.

All incoming overnight "Express Mail" is delivered in bulk to the University's Mail Services Center at 2900 Reading Road. It is then rescheduled for internal delivery with all other mail. USPS does not deliver directly to the internal addressee. For the fastest service for inbound shipments, utilize other overnight delivery carriers. They are responsible to deliver directly to your department. A departmental signature is required at the time of delivery.
International Mail/Foreign Mail

All federal mail with a destination outside the United States and its territories qualifies as international or foreign mail. In order for our mail handlers to quickly sort outbound foreign mail from domestic mail, it is necessary for the user departments to identify it as such and to segregate this mail using rubber bands.

Use of air mail envelopes which are obtainable from your local Federal Post Office, as well as appropriate labeling such as "Air Mail", "Air Mail Parcel Post" and "Air Mail Economy Parcel Post", immediately alerts our department of their international destination and are immediately placed into the proper processing area.

All ship-to addresses should be typed or printed in English, with the University of Cincinnati return address. A Customs declaration form, also available through the Mail Services Department, must be completed by the sending department in its entirety and placed with the outbound shipment. Custom form usage is not required for sending standard letters, but oversized envelopes containing business papers and/or documents need the endorsement "Business Papers" next to the mailing label. Countries vary on requirements. For verification on the country you are sending to, call the Postal Business Center at 723-9900. All other shipments require the use of a customs form.

The following is a list of forms (available through the Campus Mail Services Department) that are used per the description of materials sent:

1. Form 2976, Customs-Douance C1 (Green Label). Use for sending letter packages containing dutiable merchandise, dutiable printed matter and small packets.

2. Form 2966-A is used with parcel post shipments, merchandise or advertising materials of value which are subject to customs duty.

3. Form 2966-B, three-part document, is required by certain countries for parcel post, where articles are subject to customs duty.

All countries have varying restrictions that require compliance.

For inquiries to qualify your international shipments, call 723-9900.
**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.
Certified Mail

Certified mail should be used when proof of mailing is required. This service is available only when sending an item 1st class within the United States. Examples of use would include sending legal papers or materials that are deemed important but have no intrinsic value in and of themselves.

Certified mail is handled much like 1st class mail and it is best to personally take the shipment to any of the mail centers for processing and assessment of fees. A return receipt indicating the date of delivery and signature can be requested for an additional fee. A receipt of the mailing that is detached from the label and has the official postal postmark is your record of the mailing and should be retained by the sender.

Incoming certified mail is handled as ordinary mail. The Mail Services Department is required to sign the return request green card at the point of receipt. A departmental signature is required at the time of delivery.
Registered Mail

Registered mail is the most secure method of delivery the postal service offers. When sending articles of value (up to $25,000.00) and insurance is required, this service should be used. Your materials are transported in a locked bag and signed receipts are recorded at the point of entry as well as from the consignee. For an additional fee, you can request to have a "return receipt", which includes date of delivery and signature. You may also designate a certain individual to receive and sign for the mailing. This is called a "restricted delivery".

In order to request this service, it is required that you personally take your letter or package to the US Postal Service. This service is no longer available on campus.

It is important to note that, when preparing a package to be sent registered, paper tape be used and all seams be covered. Use of any shiny tape such as cellophane, plastic or masking tape is not acceptable and will cause the package to be returned by the Federal Post Office.

Since the University does not have a special mail courier, incoming registered mail arrives with routine departmental deliveries. A departmental signature is required at the time of delivery.
**Forward/Returning Mail**

If your department receives mail addressed correctly but the person is no longer with your department, please place the new mail location on the mail piece and place back into the mail stream.

If the person is no longer at UC or has never been in your department, please mark on the letter, "Return to Sender", "No Listing". Draw a line through the zip code number and barcode. Place in outbound mailbox. The Mail Services Department will return it to the USPS.

Federal Mail that uses a bulk mail permit number for postage cannot be sent back to the sender unless an endorsement "Address Service Requested" is used. This allows the USPS to charge for the additional service.

Any interdepartmental mail received that is not your department, please place back into the mail stream. Cross out ML number if it is incorrect.
# Readable Type Styles for Envelopes

<table>
<thead>
<tr>
<th>Tested and Verified</th>
<th>Similar Styles</th>
<th>Tested and Verified</th>
<th>Similar Styles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Century Light Schoolbook</td>
<td>Century</td>
<td>Megaron Bold</td>
<td>Hamilton</td>
</tr>
<tr>
<td>Elite</td>
<td>(none)</td>
<td>Megaron Medium</td>
<td>Newton</td>
</tr>
<tr>
<td>Fritz Quadrata</td>
<td>(none)</td>
<td>News Gothic</td>
<td>Alpha Gothic</td>
</tr>
<tr>
<td>Futura Medium</td>
<td>Airport</td>
<td>Trade Gothic</td>
<td>Classified News</td>
</tr>
<tr>
<td></td>
<td>Alphatura</td>
<td>Newtext Regular Condensed</td>
<td>(none)</td>
</tr>
<tr>
<td></td>
<td>Century</td>
<td>OCR A</td>
<td>(none)</td>
</tr>
<tr>
<td></td>
<td>Contempra</td>
<td>OCR B</td>
<td>(none)</td>
</tr>
<tr>
<td></td>
<td>Future</td>
<td>Optima</td>
<td>Athena</td>
</tr>
<tr>
<td></td>
<td>Photura</td>
<td>Chelmsford</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sparta</td>
<td>Musica</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stylon</td>
<td>October</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technica</td>
<td>Omega</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Techno</td>
<td>Optimist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tempo</td>
<td>Oracle</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twentieth</td>
<td>Roma</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vogue</td>
<td>Theme</td>
<td></td>
</tr>
<tr>
<td>Helios</td>
<td>Akzidenz-Grotesk</td>
<td>Zenith</td>
<td></td>
</tr>
<tr>
<td>Helios Light</td>
<td>Aristocrat</td>
<td>Pica</td>
<td>(none)</td>
</tr>
<tr>
<td>Helvetica</td>
<td>Claro</td>
<td>Standard Typewriter</td>
<td>(none)</td>
</tr>
<tr>
<td>Helvetica Light</td>
<td>Europa Grotesk</td>
<td>Stymie Medium</td>
<td>Alexandria</td>
</tr>
<tr>
<td>Helvetica Regular</td>
<td>Geneva</td>
<td>Benton</td>
<td></td>
</tr>
<tr>
<td>Honeywell H200</td>
<td>(none)</td>
<td>Cairo</td>
<td></td>
</tr>
<tr>
<td>IBM 1403</td>
<td>(none)</td>
<td>Karnak</td>
<td></td>
</tr>
<tr>
<td>IBM 1428</td>
<td>(none)</td>
<td>Triumverate</td>
<td>Sonoman Sanserif</td>
</tr>
<tr>
<td>Koronna Regular</td>
<td>Aquarius</td>
<td>Triumverate Bold</td>
<td>Spectra</td>
</tr>
<tr>
<td></td>
<td>Corona</td>
<td>Triumverate Regular</td>
<td>Vega</td>
</tr>
<tr>
<td></td>
<td>Crown</td>
<td>Univers</td>
<td>Alphavers</td>
</tr>
<tr>
<td></td>
<td>Koronna</td>
<td>Univers 5</td>
<td>Eterna</td>
</tr>
<tr>
<td></td>
<td>News No. 3</td>
<td>Univers Medium</td>
<td>Galaxy</td>
</tr>
<tr>
<td></td>
<td>News No. 5</td>
<td>Kosmos</td>
<td></td>
</tr>
<tr>
<td></td>
<td>News No. 6</td>
<td>Versatile</td>
<td></td>
</tr>
</tbody>
</table>
Display Type

As a rule, do not use type styles defined as light, bold, extended, or condensed (see below). Also, do not use italic, highly ornamental, or script-like styles. Stylized and script printing may not be used on automation mailings.

**Unacceptable Type Styles**

<table>
<thead>
<tr>
<th>BOLD</th>
<th>Italic</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTENDED</td>
<td>STYLED</td>
</tr>
<tr>
<td>CONDENSED</td>
<td>SCRIPT</td>
</tr>
</tbody>
</table>
Standard Address Abbreviations

A. Two-Letter State and Possession Abbreviations

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

B. Abbreviations for Street Designations (Street Suffixes)

Alley ALY  Estates EST  Lakes LKS  Ridge RDG
Annex ANX  Expressway EXPY  Landing LNDG  River RIV
Arcade AR  Extension EXT  Lane LN  Road RD
Avenue AVE  Fall FALL  Light LGT  Row ROW
Bayou YU  Falls FLS  Loaf LF  Run RUN
Beach BCH  Ferry FRY  Locks LCKS  Shoal SHL
Bend BND  Field FLD  Lodge LDG  Shoals SHLS
Bluff BLF  Fields FLDS  Loop LOOP  Shore SHR
Bottom BTM  Flats FLT  Mall MALL  Shores SHRS
Boulevard BLVD  Ford FOR  Manor MNR  Spring SPG
Branch BR  Forest FRST  Meadows MDWS  Springs SPGS
Bridge BG  Forge FGR  Mill ML  Spur PUR
Brook BRK  Fork FORK  Mills MLS  Square SQ
Burg BG  Forks FRKS  Mission MSN  Station STA
Bypass BYP  Fort FT  Mount MT  Stravennes STRA
Camp CP  Freeway FTY  Mountain MTN  Stream STRM
Canyon CYN  Gardens GDNS  Neck NCK  Street ST
Cape CPE  Gateway GTWY  Orchard ORCH  Summit SMT
Causeway CSWY  Glen GLN  Oval OVAL  Terrace TER
Center CTR  Green GN  Park PARK  Trace TRCE
Circle CIR  Grove GRV  Parkway PKY  Track TRAK
Cliffs CLFS  Harbor HBR  Pass PASS  Trail TRL
Club CLB  Haven HVN  Path PATH  Trailer TRLR
Corner COR
Corners CORS
Course CRSE
Court CT
Courts CTS
Cove CV
Creek CRK
Crescent CRES
Crossing XING
Dale DL
Dam DM
Divide DV
Drive DR
Heights HTS
Highway HWY
Hill HL
Hills HLS
Hollow HOLW
Inlet INLT
Island IS
Islands ISS
Isle ISLE
Junction JCT
Key CY
Knolls KNLS
Lake LK
Pike PIKE
Pines PNES
Place PL
Plain PLN
Plains PLNS
Plaza PLZ
Point PT
Port PRT
Prairie PR
Radial RADL
Ranch RNCH
Rapids RPDS
Rest RST
Tunnel TUNL
Turnpike TPKE
Union UN
Valley VLY
Viaduct VIA
View VW
Village VLG
Ville VL
Vista VIS
Walk WALK
Way WAY
Wells WLS

C. Directional Abbreviations

North N
South S
West W
East E
Northeast NE
Southeast SE
Southwest SW
Northwest NW

D. Secondary Address

Unit Indicators

Apartment APT
Building BLDG
Floor FL
Suite STE
Room RM
Department DEPT
Internal Bulk Mail Preparation

Authorized internal bulk mailings are considered to be more than 200 pieces distributed throughout the University community.

Official University interdepartmental envelopes should be used when possible.

If large, internal mailings are prepared and the use of official interdepartmental envelopes is not practical, please have Printing Services apply the wording "CAMPUS MAIL" in big, bold letters in the upper right-hand corner and lower left-hand area on the envelope. This alerts the Mail Services Department to not meter.

When submitting this mailing, segregate by mail location in mail location order using rubber bands or paper clips, preferably by rubber band.

Personal mailings, i.e. sale of personal items, chain letters or other advertisements not associated with the University, are disallowed.

Date Restrictions for Internal Mass Mailing Distribution

The Mail Services Department will accept mass mailings for internal delivery with a date no older than one day prior to distribution. All other mail with an older printed date will need to be revised to allow for a more accurate posting time.

Suggestions: If a mailing requires signatures or extra handling that could delay its processing, we recommend that the original copy be postdated to allow for duplication or printing and distribution. If this is a problem, then we recommend that only the month be printed, not the day.
External Bulk Mail Preparation

UC Mail Services is available to answer all of your questions about bulk mailing. Please call the UC Mail Center at 513-556-3525 prior to having your mail pieces printed.

UC Mail Services strongly recommends that you utilize the UC Printing Department or UC Awarded Vendors on the current term contract because of the:

- complexity of preparing bulk mailings;
- potential for significant financial impact to your department’s resources;
- critical timing required for bulk mail deliveries.

External Bulk Mail – For your Information

Bulk mail is called "Standard Mail" by the US Postal Service (USPS), Standard has two basic rates, regular and non-profit. The non-profit rate is lower than regular rates. Non-profit mail may not contain any advertising or mention of a promotion for travel, insurance, or credit cards.

A bulk 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.

The Mail Services Department maintains a permit with the USPS (Permit 133) to send regular and non-profit bulk mail. This permit is available for use by all University departments. Do not deliver your permit mail to the Post Office without the proper forms being signed. Mail prepared as bulk mailing needs the Mail Services Department signature on the 3602 USPS Form. This mailing continues with the preparer to the weigher’s office downtown for submittal.

A return address is required on all pieces. The University of Cincinnati must be on the top line of the return address and it must be in conventional PO Box format.

Only pieces sent to a US address may be part of a bulk mailing. International mail does not qualify as bulk mail.

UC Mail Services strongly recommends that you utilize UC Printing Department or UC Awarded Vendors on the current term contract because of the complexity of preparing bulk mailings, the potential for significant financial impact upon your departmental resources, and the critical timing required for bulk mail deliveries. UC Mail Services is available to answer all of your questions about bulk mailing. Please call the UC Mail Center at 513-556-3525 prior to printing mail pieces.
Direct USPS Delivery Locations at UC

The following areas receive US mail directly from the US Post Office. Outside mailers should use these addresses for USPS direct delivery:

- **OMI College of Applied Science**
  - 2220 Victory Parkway
  - Cincinnati OH 45206-2839

- **Daniels Hall**
  - 45 West Daniels St
  - Cincinnati OH 45219-3912

- **Sawyer Hall**
  - 2910 Scioto St
  - Cincinnati OH 45219-1931

- **UC Clermont College**
  - 4200 Clermont Drive
  - Batavia OH 45103-1785

- **University Foundation**
  - 425 Oak St
  - Cincinnati OH 45219-2594

- **Siddal Hall**
  - 2540 Corbett Dr
  - Cincinnati OH 45219-3914

- **Calhoun Hall**
  - 240 Calhoun St
  - Cincinnati OH 45219-3509

- **YMCA**
  - 270 Calhoun St
  - Cincinnati OH 45219-3510

- **Schneider Hall**
  - 60 West Daniels St
  - Cincinnati OH 45219

- **Morgens Hall**
  - 2930 Scioto St
  - Cincinnati OH 45219-1937

- **UC Raymond Walters College**
  - 9555 Plainfield Rd
  - Blue Ash OH 45236-1096

- **Memorial Hall**
  - 2620 Corbett Dr
  - Cincinnati OH 45219-3913

- **Scio Hall**
  - 2920 Scioto St
  - Cincinnati OH 45219-1934

- **Turner Hall**
  - 45 West University Ave
  - Cincinnati OH 45219

- **Campus Services Garage**
  - 3141 Reading Rd
  - Cincinnati OH 45229-3377

- **Campus Recreation Center Housing**
  - 2840 Bearcat Way
  - Cincinnati OH 45219
Non-University Advertisements

Approved University vendors, affiliated organizations, and members of the campus community may contract with the Mail Services Department for direct delivery of advertising materials to University mail locations.

The following procedures must be followed and the originator must pay a fee in advance:

The accepted procedures and charges are:

1. Must be a product or service that contributes to the advancement of the mission of the University. Specifically, it must enhance either employee or student development or provide greater access to products or services deemed beneficial in the work or study environment.
2. If address labels are affixed, they must be presorted by mail location order and segregated with rubber bands.
3. Must reflect a disclaimer printed in at least 8 point type on the front cover, horizontal, easily found and legible, stating:

   Circulation of this publication through the University of Cincinnati, Mail Services Department, at a fee, does not constitute an endorsement or recommendation by the University of the product or service being offered.

4. Cannot have postal endorsements such as Address Service Requested, Return Service Requested, permit number or any indicia claiming that postage fees have been paid.
5. The fee for this campus mail distribution is equivalent to the piece rate for Standard A class non-profit bulk mailing for the University, which must be received before distribution occurs.

Cooperative Ventures:

Cooperative ventures herein relate to the mailing of invitations or announcements by a department and a registered vendor for the purpose of promoting an ad hoc event beneficial to the University. Its content must not be detrimental to another department (such as holding a private sale of products normally offered by the Bookstores).

Distribution fees are not assessed for cooperative ventures unless the mailing qualifies as a category 5 mailing under the mass communication policy. In addition, cooperative venture announcements must be presented to the University community from the department’s point of view, on their letterhead, using their own address, and be of a related nature. Example: UCit providing computer training in cooperation with another company.
Suspicious Mail and Packages

The following characteristics have been found in prior suspicious USPS letter mail and/or packages containing bombs:

- Endorsements on the package or mail piece such as "personal", "private", "confidential", directing it specifically to an individual.

- Addressee’s name and/or title may be inaccurate or misspelled.

- Usually this type of mail has excessive postage; they certainly don’t want it stopped or returned due to lack of postage.

- The return address is missing or it is someone you do not recognize.

- Mail bombs may reflect distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.

- Letter type bombs may feel rigid, or appear uneven or lopsided.

- Some mail bombs have been found to have protruding wires, aluminum foil, or oil stains visible and may emit a peculiar odor.

- Parcel bombs tend to be overwrapped with several combinations of tape, with an irregular shape, soft spots or bulges and endorsed "fragile handle with care" or "rush do not delay".

- Sloshing sound, buzzing or ticking.

- Pressure or resistance when removing contents from an envelope or parcel.

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

1. Do not open the article.
2. Isolate the mailing and evacuate the immediate area.
3. Do not put in water or a confined space such as a desk drawer or filing cabinet.
4. If possible, open windows in the immediate area to assist in venting potential explosive gasses.
5. If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent – instead DIAL 9-1-1 to report the situation.
Junk Mail Policy

The policy for the disposal of inadequately addressed and non-business standard class junk mail was approved in April '94 by the Joint Academic and Administrative Councils.

1. The U.S. Postal Service delivers all mail identified for zip codes 45221 and 45267 to the University, regardless of its content or completeness of address.
2. Mail sent as bulk (standard class) cannot be returned to sender unless postage is guaranteed per USPS endorsement. Disposition is at the institution’s discretion.

The following guidelines are used to separate official University business mail from standard non-business junk mail.

This procedure does not affect first or periodic class mail. First class mail also includes all international mail. Periodical mail refers to magazines and newspapers.

The following types of standard class bulk mail will be delivered if the department’s name and/or mail location number is listed within the address or can otherwise be identified:

- Book clubs and book catalogues
- Communications from other colleges and universities
- Computer and other scientific catalogues
- Educational seminars
- Medical journals
- Other business related catalogues – (i.e., electrical supplies – Facilities; art supplies – Art Department; communications equipment – Telecommunications)
- Periodicals

Deliver anything that appears to be business (educational) related.

Bulk standard mail that will be wasted:

- Department Store Catalogues - (i.e., Spiegel, J.C. Penney, Macy’s, Dillards, Sears, etc.)
- Advertisements marked "FREE"
- Gift catalogues of all types
- Lingerie and other non-educational catalogues
- Lottery offerings
- Leisure travel brochures
- Coupon books

The objective of this program is not simply to trash the retail junk mail, but to persuade the mass mailers not to send it at all.
How to Stop "Junk Mail" from Being Sent to Your Home

Write to: Direct Marketing Association
P.O. Box 9008
Farmington NY 11735-9008

Send postcard - Identify the junk mail (company/sending store)

Ask them to stop this mail to your address.