

# Seahawk Mail

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## Postage Savings Tips!

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- University departments receive instant savings of **\$.03 per mail piece** on postage costs by using the [Pre-Sort First Class](#) mail program. It's easy to prepare your outgoing mail according to the requirements of the program.
- Screen your mailing list for unnecessary names, duplicates and incomplete addresses.
- Use "[Certified](#)" instead of "[Registered](#)" mail whenever possible. It costs less and still provides a receipt and notice of delivery to the sender.
- Do not over-insure. The post office and shippers will pay only the actual value of an item, not the declared value.
- Use postcards for short messages or announcements. The cost is 1/3 less than sending an envelope.
- Combine mailings when possible into a larger envelope for distribution at the location.
- Use Business Reply envelopes provided by vendors instead of department envelopes.
- FAX the information when time is crucial instead of using Express Mail.
- If you do need something sent overnight, use USPS Express Mail Flat Rate shipping or FedEx since these services are quicker and more economical.
- Request [Library](#) and [Media](#) rates whenever possible. Savings can be as much as 50% of the cost of [First-Class](#) mail but it is slower.
- Use intra-campus envelopes for on-campus mail. Use regular business envelopes for off-campus mailings only.
- Use [Standard /Non-Profit mail](#) whenever possible; savings can be as much as 30-40% per mail piece.
- Use [Business Reply](#) instead of Prepaid Postage because you only pay postage on mail pieces that are returned.
- Use the most cost-effective shipping method: USPS Priority mail instead of Express, First-class instead of Priority mail or Media mail instead of First-class.
- Use the smallest package or envelope that is practical for your mail piece. Whenever possible, fold your outgoing mail and use a #10 business envelope rather than a larger, flat style.
- Request a signature on Express mail only when absolutely needed. There are now charges for signatures at residential and some business addresses.
- If you purchase 9" x 12" or 10" x 13" envelopes, order plain white or manila and not the ones with the green "First-Class" logo.
- To avoid potential damage to the envelopes and contents, use only 'peel-n-seal' or self-stick large envelopes, not the clasp type. There is a handling charge assessed by the U.S. Postal Service on clasp-style envelopes when used for mailing purposes.