

MichiganTech

Mail Services Quick Guide



MAIL ROUTE

Packages can be picked up by Mail Services to be shipped. Please fill out the proper forms. Any package can also be brought to the mail room by the department. Call 487-2348 if you have any questions about sending out packages.

This is a schedule with estimated delivery times. Please contact Mail Services if it is necessary to reach the mail truck during the daily route at 487-2348.



Morning Route

Post Office Pickup	7:30 AM
	8:30 AM
	9:00 AM
Central Receiving	9:20 AM
Heating Plant	9:25 AM
Alumni House	9:30 AM
Academic Building	9:35 AM
ROTC Building	9:40 AM
MEEM Building	9:50 AM
Chemical Sciences	10:00 AM
Dow Building	10:10 AM
EERC	10:17 AM
Dillman	10:25 AM
M&M Building	10:30 AM
Mail Services	10:45 AM
Michigan Tech	
Lakeshore Center	11:10 AM
Citizens Bank	11:20 AM
Post Office Pickup and Drop Off	11:45 AM
Back to Michigan Tech	noon

Afternoon Route

DHH	12:35 PM
Walker Arts	12:40 PM
Rozsa Center	12:45 PM
McNair Hall	12:50 PM
MTU Apartments	12:55 PM
Wadsworth Hall	1:00 PM
Hamar House	1:05 PM
Fisher/Rekhi	1:10 PM
Library	1:20 PM
Memorial Union	1:25 PM
Mail Services	1:30 PM
Meese Center	1:45 PM
Public Safety	1:55 PM
Forestry	2:05 PM
Little Huskies	2:10 PM
SDC	2:15 PM
ATDC Building	2:25 PM
Mail Services	2:40 PM
Post Office	4:05 PM

Mailing Address



Making sure the sender has your mailing address as shown will ensure the most expedient delivery for your mail and packages.

**Michigan Technological University
Department Name, Person's Name
Room Number, Building Name
1400 Townsend Drive
Houghton, MI 49931-1295**

If your package is sent via UPS or Federal Express, and is addressed as above (with your name, room number, and building) then the courier will deliver your items directly to you.

Remember

Don't spend time sealing envelopes. Mail Services can seal your envelope for you. Send your outgoing envelopes to Mail Services with the flaps nested inside each other (as shown at bottom right) and we can seal as we meter the envelope. We can also seal larger envelopes as long as the flap is on the *long* side of the envelope.

When sending mail in the mail bag, please separate your items into these groups:

- ▼ Foreign Mail
- ▼ Stamped Mail
- ▼ Intercampus Mail
- ▼ Mail needing postage affixed



MAIL

Using Postal Soft software, we can sort your mailing list, apply the name and address directly to the mail piece, and send it out for you at discounted postage rates.

We can also cleanse your address list for you free of charge to make sure you are getting the most postage discounts possible.

Basic Letter Rates: (as of May 2009)

First class	.44
Nonprofit	.172

First Class presorted: from .44 or less depending on sort, **need 500 minimum** to presort.

Nonprofit presorted: from .172 or less depending on sort, **need 200 minimum** to presort.

Upon approval from the list owner, specific mailing lists are available to the University community—

- Alumni lists
- Enrolled students
- Faculty and staff
- US incoming undergraduate students

See online forms at
mtu.edu/mail/forms.html.



With our help and these tips, we can save you \$\$.

- ▶ We can screen your mailing list for unnecessary names, duplicates, and incomplete addresses.
- ▶ We can address and barcode your mail for postage savings.
- ▶ 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 UPS will only pay the actual value of an item, not the declared value.
- ▶ Use postcards for short messages or announcements. The cost is $\frac{1}{3}$ less than sending an envelope.
- ▶ Use Business Reply envelopes provided by vendors, instead of department envelopes.
- ▶ FAX the information when time is crucial, instead of using Express mail.
- ▶ Request Library and Media rate whenever possible. Savings can be as much as 50 percent off the cost of first-class mail.
- ▶ Use Intra-campus envelopes for on-campus mail. Use regular business envelopes for off-campus mailings only.
- ▶ Use Standard Rate whenever possible. Savings can be as much as 26 cents per mail piece.
- ▶ Use “Courtesy Reply” instead of “Business Reply” and save on first-class postage.

Mail Services

Mail-services-l@mtu.edu

Rodney Thompson, Manager

487-2347

John LeMay

487-2348

Larry Rheault

487-2334

Ron Rivest

487-2334

487-2348

Dan Schmitt

487-2348

CONTACT US

www.mtu.edu/mail

Michigan Technological University is an equal opportunity educational institution/equal opportunity employer