

Postal and Shipping Guidelines

Having your printing and postage within the same department makes it easy for you to get your mailings out quickly and without mistakes. We can handle your mailings from File to Post Office and offer you advice on the most cost effective printing and delivery methods available. No need for you to keep up to date on the postal regulations when we can do that for you.

Bulk / Zip Sort Mailings

- Save over 50% in postage costs

- Must have minimum of 200 pieces

- All pieces must be the same weight and size

- Sorted by zip code

 - Easily done in Microsoft Excel

 - We can complete the mail merge for you. Just have your addresses formatted in an Excel document and we can handle the rest.

USPS First Class Mail

- Include green postage request form with all outgoing mail

- Organize letters in the same orientation

- Any weight or size

- Sealed or unsealed envelopes

 - Unsealed flaps down must be separated from sealed envelopes

 - Unsealed flaps up can be mixed with sealed envelopes

- Extra services offered

 - Certified

 - Signature required by recipient

 - Online tracking

 - Return Receipt

 - Signature required by recipient

 - Signed card is returned to sender

 - USPS Tracking

 - Online tracking

UPS

- State contract pricing gives reduced rates on UPS shipments

- Step by step online track ability

- Packages are automatically insured for the first \$100.00 and additional insurance can be added

- UPS Ground delivers to most of MN and WI by the next business day

- Most packages will be shipped via UPS to reduce costs

- Time sensitive and valuable items will be sent UPS to guarantee delivery dates