

Mail Center

Selecting Type of Service:

Special Services - Printable Version *(all fees are in addition to the postage):*

CERTIFIED MAIL - Mail for which the contents have no real monetary value, but the sender wants proof of delivery. For immediate proof of delivery a return receipt should also be requested. May be first class or airmail, letter, flat or package.

INSURED MAIL - Mail which has value and the sender wants protection against breakage, theft, and loss to a maximum of \$600. The fee varies with the amount of insurance.

REGISTERED MAIL - Mail for which the contents have a monetary value (checks, money orders, etc.). It could be a letter, envelope, or a package and must be sent **FIRST CLASS** or **AIRMAIL**. The fee is based on the content's value. Insurance, up to \$25,000.00 may also be purchased. The full value of the article must be declared at the time of mailing.

RETURN RECEIPT - Gives immediate proof that the article has been delivered. It does not insure against loss or damage. It can be used on mail that is sent **Certified, Insured** (for more than \$25), **Registered, Express** or **C.O.D.** When the article is delivered, the addressee or an authorized person, whichever is designated, will sign the return receipt. The receipt is returned to the Mail Center by the Post Office where it is recorded and returned to you. The fees vary according to what information you request on the receipt.

Choose one of the following options:

- Date and signature of an authorized person.
- Date, address and signature of an authorized person.
- Date and signature of the addressee only (called Restricted Delivery)
- Date, address and signature of addressee only (called Restricted Delivery)

If none of the above options are selected, the Mail Center will indicate "the date and signature of authorized person" for you.

EXPRESS MAIL (not to be confused with Federal Express) - The United States Postal Service provides "Express Mail" service to many locations. The article may be a letter or package and will be delivered by 3:00 p.m. the next day. Depending on the destination zip code, Express Mail must be in the Green Bay Post Office by 1:00 p.m. or 5:00 p.m. Call the Mail Center at 2534 for more information. (Reminder: using any overnight service greatly adds to the cost of postage. By proper planning and preparation, overnight service should only be used in emergencies).

BUSINESS REPLY MAIL - When outgoing mail contains a letter, survey or other written information you would like returned, at no cost to the person returning the information, a Business Reply Card or Envelope can be enclosed with your outgoing mail. You are charged first class postage plus the Business Reply fee for only those Business Reply cards or letters returned. PLEASE NOTE: specific zip codes and bar codes are required for cards, one ounce, and two ounce letters. These specific zip codes must be used on your return address and the bar codes must be on the mail piece.

Cards	54311-9989
1 ounce letter	54311-9969
54311-9927	54311-9927

Contact the Print Manager at ext 2214 BEFORE you prepare any mailing with BRM insert. Your department address printed on the BRM must conform to the following format:

DEPARTMENT NAME/POSTAGE CODE #
UNIVERSITY OF WISCONSIN-GREEN BAY
2420 NICOLET DRIVE
GREEN BAY WI 54311-XXXX

The Print Manager will affix the correct Facing Identification Mark (FIM), horizontal bars, and barcode in the required location.