

## **Addressing Service Guidelines**

### **A. General**

The use of Addressing Service is limited to University business. University business constitutes activity that the University as an institution can perform. All mailings submitted to Addressing Service for processing are subject to the guidelines under University Mail Polices above and must be charged to a valid University account number.

### **B. Campus Mailings**

All campus mailings must be coordinated with Addressing Service to ensure that items are folded correctly, printed on correct media type and that sufficient quantity is printed, including an overage of 25 to 50 pieces to allow for setup and machine malfunctions. If Addressing Service runs out of material for a job an additional set up fee will be assessed. Contact Addressing Service to determine required quantities. Addressing jobs will be scheduled based on numerous factors. Custom lists can be created by Addressing Service, such as all faculty in a certain college or all women faculty, etc.

The following standard lists are available for campus mailings:

- Faculty & Staff
- Academic Faculty
- Administrative Professionals
- State Classified Staff
- Deans, Directors and/or Department Heads
- Department Secretaries
- Off Campus Faculty
- Off Campus State Classified Staff

### **C. Off-campus Mailings**

Departments wishing to have off-campus mailings addressed must contact Addressing Service to schedule processing of orders. All mailings must be coordinated with Addressing Service to verify items meet US Postal Service regulations. Departments must ensure sufficient quantity is printed, including an overage of 25 to 50 pieces to allow for setup and machine malfunctions. If Addressing Service runs out of material for a job an additional set up fee will be assessed. Please allow sufficient time for processing, depending on workload, quantity and services being performed.

The address space must be clear of all printing and graphics and must be at least 4 inches wide by 2 inches high to accommodate the barcode and 4 address lines.

Address files should be sent to Addressing Service prior to scheduled run time to allow for mail list processing. Files may be sent on disk or as an email attachment and must be in one of the following formats: comma delimited, fixed length records, fixed length fields with carriage return/line feed delimited records, MS Access, MS Excel or generic dbase. All fields must be consistent and if there is not information for a particular field, such as address 2, this field should remain as a blank field. First name and last name can be in separate fields or combined

as one field. City, State and Zip must be in separate fields. Addresses with apartment or suite information should have this information in the same field as the street address. Please make sure there is no punctuation in your file (commas, periods, etc.).

**123 Main St., Apt. 2** should appear as **123 Main St Apt 2**

EXAMPLE:

Field 1 Last Name

Field 2 First Name

Field 3 Company

Field 4 Address 1

Field 5 Address 2

Field 6 City

Field 7 State

Field 8 Zip

A copy of your proof must be submitted to Addressing Service prior to printing to ensure the mail piece meets all US Postal Service regulations, machinable requirements and that the correct mailing permit is used.

US Postal Service equipment works best if mail pieces are printed on white or light-colored paper with the fold at the bottom.

Dark and fluorescent papers are unacceptable. If one of these papers is desired, contact Mail Service for possible solutions, such as leaving a white space for the address. Textured papers, papers with dark fibers and halftone screens should be checked by Mail Service prior to using. Slick, glossy stock is not recommended, as these items smear easily and can be rejected by the US Postal Service. If you must use a coated stock, please request a Matte or Dull, such as LX Velvet or LX Gloss. All pieces must be printed with identical content and must be identical in weight. Postcards must be cut to identical size.

#### **D. Inserting**

Addressing Service has the capability of inserting up to 4 items into a standard #10 machine quality envelope. All inserting orders must be scheduled in advance. To ensure your materials can be processed by machine contact Addressing Service for machinable specifications and if possible, submit a sample for evaluation.

Please contact Addressing Service at 491-6142 with questions.