

## **SERVICES PROVIDED**

First-Class Mail  
Priority Mail  
Insured Mail  
Certified Mail  
Return Receipt  
Bulk Mail

**Priority Mail** With Priority Mail®, you get more for your money. This service offers fast delivery in 1, 2, or 3 business days<sup>1</sup> based on where your package started and where it's being sent. You also get free boxes and envelopes, limited insurance<sup>3</sup> coverage against loss or damage, and USPS Tracking™ included at no additional charge. offers 2 to 3 days delivery to most Domestic destinations and the purpose is to expedite the mail deliveries. Flat Rate boxes and envelopes are available at no extra cost.

**Insured Mail** provides up to \$5000.00 indemnity coverage for a lost or damaged article subjects to the standard for the service and payment of the applicable fee in addition of the required postage, and a mailing receipt is provided to the sender. If the insured postage is \$50.00 or less, the form to be used is **PS form 3813**. If the insurance exceeds this amount. use **PS form 3813-P**.

**Signature Confirmation** The Signature Confirmation Form gives the benefits of Delivery Confirmation with an added level of security by requiring a signature from those accepting your packages. When sending something important, ensure it reaches the right hands. With Signature Confirmation, you can get confirmation of delivery; including date, time and location; and you can request to have a letter faxed or mailed to you with a copy of the recipient's signature. Use **PS form 153**.

**Certified Mail** provides the sender a mailing receipt and on-line access to delivery status. This service is available with First Class and Priority Mail, and can be combined with Restricted Delivery or Return Receipt. Use **PS Form 3800**.

**Return Receipt** provides with a proof of delivery, as well as the recipient's actual delivery address (if different from the address used by the sender). This service is available First Class Mail, Express Mail, Priority Mail, Certified Mail, and Insured Mail for more than \$50.00. May be combined with Delivery Confirmation, Restricted Delivery, and Signature Confirmation. **Use PS Form 3811**

*Delivery Confirmation and Signature Confirmation may be combined with Return Receipt Service for Priority Mail and Package Services only.*

**Bulk Mail** is a low cost option to send mail, but a special permit is required, and must be prepared following this Post Office requirements:

A minimum of 200 pieces must be mailed, all identical and with the same content inside the envelope.

The mail must be presorted providing a zip code breakdown.

The bulk mail is for domestic delivery only, and no special services are provided.

Finally, if you are planning to use this service, you must contact the mailroom in order to receive complete information about the USPS requirements.