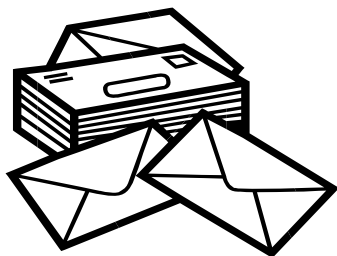




# Mail Services Quick Reference Guide

## **In Person:**

Kell Hall - Room A2



## **Mailing Address:**

Georgia State University  
P.O. Box 3965  
Atlanta GA 30302-3965



## **Hours of Operation**

8:30 a.m. - 4:30 p.m. (CPU - Stamp Window)

8:30 - a.m. - 5:15 p.m. (Mailroom)

Monday - Friday

## **Mail Services Contact Information**

Terry Stills, Manager (404)413-9650

Anthony Douglas, Team Lead (Billing) (404)413-9654

Linda Jones, Team Lead (Stamp Window) (404)413-9654

Email - [mailservices@gsu.edu](mailto:mailservices@gsu.edu)

Website - [www.gsu.edu/mailservices](http://www.gsu.edu/mailservices)

**A Unit of Auxiliary and Support Services**

# Quick Reference Information for Georgia State University Mail Services Customers

## How to Address Your Mail

### Inter-Departmental Mail

1. The preferred envelopes are the Blue Inter-Departmental reusable envelopes available free of charge by calling 3-9654.
2. Make sure all previous addresses have been marked out.
3. Write: Name, Department, P.O. Box of Receiver, and Name, Department, and P.O. Box of the Sender.

### Inter-Departmental Mass Mailings

Due to the large number of employees on campus, Mail Services is unable to sort personalized interoffice mailings. Please contact Human Resources for departmental mailing labels. Once you have the HR labels, please bundle by Department.

### Outgoing U.S. Postal Service Mail

*Top Left Corner:* Name of Sender, Department, P.O. Box, Address, City, State, Zip Code +4.

*Middle of Envelope:* Recipient, Address, City, State, Zip Code.

\*\* For quicker processing, please type and capitalize addresses.

*Incomplete or inaccurate addresses could result in delayed delivery or return to sender.*

## Delivery Time and Pick Up

### Time Expectations

All morning routes will routinely be delivered by 12:30 p.m.

All afternoon routes will routinely be delivered by 4:00 p.m.

Exact times mail will be delivered to departments and outgoing mail will be picked up will vary slightly depending on locations in the delivery route sequence.

Outgoing mail received by the Mail Center by 3:00 p.m. will receive same day processing by Mail Services.

## P.O. Box Numbers for Interdepartmental Mail

Suggestions for helping Mail Services improve on delivery times:

1. Include P.O. Box Numbers in the appropriate spaces.
2. Include person name and department name both for the deliver to and the deliver from information..

\*\* All departments have been assigned a P.O. Box number for use with interdepartmental mailings. In most cases, several departments share the same P.O. Box number.

Please go to [www.gsu.edu/mailservices](http://www.gsu.edu/mailservices) for a complete listing of P.O. Box #s.

### When departments should NOT use P.O. Boxes:

1. When providing campus address to shipping companies such as **Federal Express, UPS, DHL, etc.**, use located building's physical address.
2. The **University Library** uses its 100 Decatur Street address for mail (regular and overnight).

## Contract Postal Unit (Stamp Window)

### Money Orders

1. Money Orders can be purchased up to \$1,000.00 each. Limit \$2,000.00 per customer.
2. The U.S. Postal Service does NOT allow the University to accept Checks or Credit Cards for Money Order purchases.

### Credit/Debit Card Purchases

1. **Credit Card Purchases:** Proper ID Required
2. **Debit Card Purchases:** Cash back is available up to \$50.00.

### Check Purchases

1. Checks payable for Stamps: Payable to US POSTMASTER. Proper ID required.

### Departmental Purchases

1. Mail Services accepts State of Georgia Purchase Cards when being used by the person whose name is on the card. Proper ID required.
2. The U.S. Postal Service does NOT allow the University to accept Departmental Green Cards.

## Certified and Registered Mail

### Certified Mail

Provides a mailing receipt and a record of delivery. The record of delivery is maintained at the recipient Post Office for two (2) years.

### Registered Mail

The registered mail system is designed to provide added protection for valuable mail (i.e. bonds, checks, etc.).

### Return Receipts

Return Receipts are available for both types of mail. It identifies the article number, the date it was delivered, and who signed for it.

## Express Mail Services

USPS Express is the *preferred overnight* courier for Georgia State Mail Services. To reduce shipping expense:

1. Ensure that express (overnight) delivery is required.
2. Should overnight delivery not be required, please utilize standard Priority; 2-3 business days delivery when possible.
3. Obtain consolidated discounts by combining two or more packages into one package/box when shipping to the same location (must be contained inside one package/box).

## Reminder

All departments should use the address format template to the right unless 1) it is using a shipping company (FedEx, UPS, DHL, etc.); or 2) it is part of the University Library.  
See box at left regarding P.O. Boxes or visit [www.gsu.edu/mailservices](http://www.gsu.edu/mailservices) for more details.

**Joe Panther**  
**Office of the President**  
**P.O. Box XXXX**  
**Georgia State University**  
**Atlanta GA 30302-XXXX**

*For more detailed information about Mail Services, please call (404)413-9654 or visit [www.gsu.edu/mailservices](http://www.gsu.edu/mailservices).*