



*Quarterly  
Newsletter*

## **DISTRIBUTION SERVICES**

FY10 Period 1

**Last Mail User's Forum Recap: "May 2009 USPS Rates and 84114 Post Office Boxes."**

June's Mail User's Forum reviewed some of the major rate increases implemented by the United States Postal Service in May 2009. In addition we looked at the benefits to using the State Mail assigned P.O. Boxes on the 84114 zip code.

Benefits include a cost of \$0.00 to the agency, State Mail sorting and delivering your mail and the freedom to have more than one box per stop location. As a secondary benefit if your agency using that P.O. Box were to move locations you would still be able to use the same address as long as your new location were between Ogden and Spanish Fork.

All State Mail drop locations have an assigned box number that is used for sorting and delivery. Your box number is the same as the last four numbers of your 84114 P.O. Box number. For example, if your P.O. Box is 141106 then your State Mail box number is 1106. We ask that all interoffice mail use the box numbers for the delivery and return address, in addition to the names of the addressee and sender.

**Next Quarter's Mail User's Forum: "More USPS qualification changes."**

September's Mail User's Forum will review the most recent tabbing requirement changes for letter size booklets. This will affect a great deal of self-mailing product that State Mail sends out every week. In addition the method of presentation at the Post Office of Bound and Printed Matter has changed greatly affecting State Mail's ability to get this qualification at the current rates. Other solutions and options will be presented.

As in the past a Powerpoint presentation will be prepared so that it can be posted on State Mail's website, as well as a tour of the State Mail facility. We hope to see you all there.

### **Mail preparation tip:**

Notifying State Mail of the contents of the mail piece prior to mailing may open the possibilities of different mailing classes and postage rates. Most lower than First Class Postage.

### **Next Mail User's Forum:**

September 24, 2009 2 p.m.—3 p.m.  
State Library Rms. Multipurpose  
250 North 1950 West Ste. A  
Salt Lake City, Utah