



*Quarterly  
Newsletter*

## **DISTRIBUTION SERVICES**

FY09 Period 1

**Last Mail User's Forum Recap: "Addressing Quality and Information."**

In June's Mail User's Forum we had a guest speaker from the US Postal Service. She brought some interesting facts about the volumes of mail that get mailed each year that are "Undeliverable As Addressed" and the reasons for such. Some of the biggest reasons for UAA mail are the following:

- **Directional Suffix problems.**
- **Missing apartment numbers.**
- **Incorrect street name or number.**
- **Incorrect City/State/Zip.**
- **Moved.**

The Post Office also brought some new information regarding the new requirements for addressing flat envelopes. Remember that flat envelopes are the large (9" X 12") envelopes. These new requirements will become mandatory in March 2009. For help or questions regarding these new requirements or other mail design questions please contact State Mail at 323-4305.

**Next Quarter's Mail User's Forum: "Additional Resources and Mail Design Success Stories."**

September's Mail User's Forum will be centered around some of the new resources available to our customers and also some success stories of customers who have taken advantage of State Mail's offer to help re-design their mail pieces.

This will also be an opportunity for State Mail to introduce our new Mail Design Analyst whose job will be as a resource for State Mail and their customers. Along with this introduction we hope to spark some interest in mail design in preparation for January's Mail User's Forum which will be a hand's on opportunity to work on specific mail pieces provided by the customers.

### **Mail preparation tip:**

**Address Labels:** If using address labels on your mail piece remember that a crooked address label will disqualify the mail piece from discounted postage. State Mail can print addresses directly onto most mail pieces. Eliminating the cost of the label.

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

September 30, 2008 2 p.m.—3 p.m.  
State Library Rm. 218—219  
250 North 1950 West Ste. A  
Salt Lake City, Utah