



### Welcome!

Welcome to the first issue of UNM Mailing Systems' newsletter! Here you will find information regarding our services, critical USPS updates and other pertinent information regarding The University of New Mexico's Mailing Department.

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**UNM Mailing Systems...**

**From Your Office,  
To the Post Office!**

### Go Paperless!

We are pleased to announce our new email listserv! In accordance with the University's sustainability initiatives, all future issues of our newsletter will be distributed electronically. If you wish to continue receiving our newsletter along with other pertinent and timely mailing information, please visit the main page of our website to sign up for our email listserv:

<http://mailingsystems.unm.edu>

### New Look for Our Website

We are currently working on updating our website to match the format of the UNM main page. While still offering the same helpful information and tools, the format will be improved for easier access to the information you're looking for. The go live date will be later this spring.

### Did you know we are a Full Service Mail Center?

Here at UNM Mailing Systems there is virtually no mailing job that we can't handle. Our services include everything from address cleansing to address printing, folding/inserting to tabbing, and barcoding to hand work. Of course this all adds up to our favorite thing to do: save you money!

Not only can we save you money, we can also save you time and resources. Gone are the days of spending hours labeling your bulk mailing jobs and tediously sorting them by zip code. Now it's as simple as sending us your address list and having your material delivered to our facility. In fact, if you work with our partner the UNM Copy Center for your copying needs, they will deliver your materials to us free of charge for a seamless copy and mail experience.

### Keep Your Dollars on Campus

Why send your mailing to an outside vendor when you can keep your dollars on campus by using UNM Mailing Systems? Our prices are extremely competitive, take a look:

Service	UNM Mailing Systems Price*	Average Competitor Price*
Address Printing	\$35	\$50
NCOA List Updating	FREE!	\$40
Folding	\$15	\$30
Inserting	\$25	\$40
Tabbing	\$10 (per 1000 tabs)	\$25

**\*Prices are per 1000 pieces; postage is extra**

For a complete list of services and prices, or for a free job estimate, please visit our website or contact our Bulk Mail Department at 277-0498.



### U.S. Postal Service News

*Recent regulations and updates mean big changes*

As the United States Postal Service struggles to remain viable, it is continually developing and implementing regulations designed to cut costs. These regulations are having a major impact on mailers across the country, including the University of New Mexico. As a UNM employee who is responsible for the design, preparation, or handling of mail in any way, it is imperative that you stay informed of new USPS developments. We can help! Below are brief descriptions of a few recent USPS changes:

#### Move Update

Move Update consists of several different methods mailers must choose from to demonstrate they have updated the addresses in their mailing. Move Update is required on every mailing with discounted (presorted) postage rates. Let us help you comply with the Move Update standards by consulting with us before preparing any Bulk mailing or discounted rate mailing.

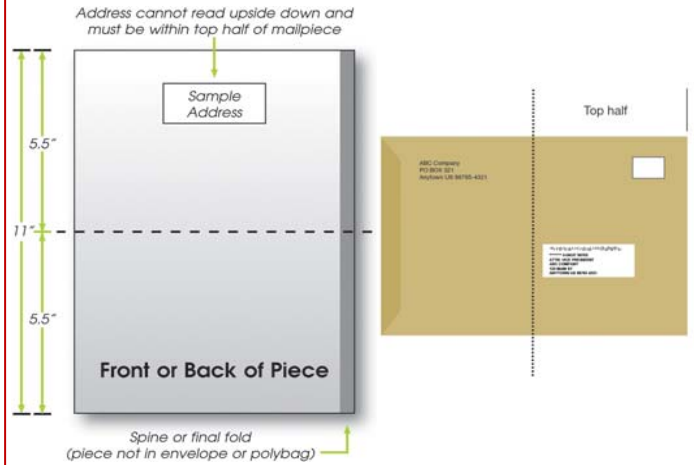
#### No Postage Increase for 2010

How about some good USPS news for a change? The U.S. Postal Service has decided not to increase postage rates in 2010 for its direct mail services such as First Class Mail, Standard Mail (a.k.a. Bulk Mail), and Parcel Post. Additionally, with new commercial based pricing for shipping services such as Express Mail and Priority Mail, we are able to save an average of 6% on these shipping services. For a complete listing of all USPS rates, please visit our website.

*(USPS News cont'd...)*

### Flat Size Address Placement

When requesting discounted postage rates for mailings, the U.S. Postal Service now requires that the address on any "flat size" mail piece be placed in the "top" half of the piece. What does that mean? A "flat" is defined as a piece that is larger than letter size. The "top half" is the actual top half if the mail piece is oriented vertically, or it can be the right OR left side if the mail piece is oriented horizontally. Confused? Don't hesitate to contact us for a thorough explanation.



*Spine location not applicable if the piece is in an envelope*



### Contact Us:

- 277-4124** – General Information
- 272-8250** – Alisha Foster  
University Postmaster
- 277-0498** – Tonya Rintala  
Bulk Mail Supervisor
- 277-5013** – Reina Aragon  
Incoming Mail Supervisor

**Visit Us on the Web!**  
<http://mailingsystems.unm.edu>