SIZE STANDARDS AND PRICES FOR LETTERS, POSTCARDS, AND PARCELS

LETTERS

Minimum (height to length ratio) 3 1/2 X 5 inches
Maximum (height to length ratio) 6 1/8 X 11 1/2 inches

*Maximum (thickness) 1/4 inch

POSTAGE

1 ounce/28 grams = $0.45 Domestic
1 ounce/28 grams = $1.05 All countries except Mexico and Canada
1 ounce/28 grams = $0.85 Mexico and Canada

Square letters have a surcharge that requires an additional 20 cents postage.

Every additional ounce for all letters require an additional 20 cents postage.

POSTCARDS

Minimum (height to length ratio) 3 1/2 X 5 inches
Maximum (height to length ratio) 4 1/4 X 6 inches

*Maximum thickness is 1/4 inches

POSTAGE

$0.32 Domestic
$0.85 All countries except Mexico and Canada
$1.05 Mexico and Canada

PARCELS

Depends on the destination, size, shape and weight. Please refer to the USPS website for domestic and international rates and fees.

https://www.usps.com/send/service-chart.htm
## FLAT-RATE PRICE LIST

### DOMESTIC

**Express Mail: (Overnight / 1-2 Days)**
- Flat-Rate Envelope: $18.95
- Flat-Rate Box: $39.95

**Priority Mail: (2-3 Days)**
- Flat-Rate Envelope: $5.15
- Legal Flat-Rate Envelope: $5.30
- Flat-Rate Small Box: $5.35
- Flat-Rate Medium Box (1): $11.35
- Flat-Rate Medium Box (2): $11.35
- Flat-Rate Large Box: $15.45

### INTERNATIONAL

**Express Mail International: (3-5 Days)**
- Flat-Rate Envelope (up to 4 lbs)
  - Canada and Mexico: $29.25
  - All Other Countries: $38.00

**Priority Mail International: (7-10 Days)**
- Flat-Rate Envelope (up to 4 lbs)
  - Canada and Mexico: $12.95
  - All Other Countries: $16.95
- Flat-Rate Small Box (up to 4 lbs)
  - Canada and Mexico: $12.95
  - All Other Countries: $16.95
- Flat-Rate Medium Box (1) (up to 20 lbs)
  - Canada and Mexico: $32.95
  - All Other Countries: $47.95
- Flat-Rate Medium Box (2) (up to 20 lbs)
  - Canada and Mexico: $32.95
  - All Other Countries: $47.95
- Flat-Rate Large Box (up to 20 lbs)
  - Canada and Mexico: $39.95
  - All Other Countries: $60.95
LETTERS “From” goes in the top left corner

CORRECT

From: Jane Doe  
91 Campus Drive  
Missoula, MT 59801  
USA.

Sender's Name & Address

Adressee's Name & Address

To: US Department of Justice  
MS Service Center  
P.O. Box 88765  
Lincoln, NE 68501-7765

INCORRECT

INCORRECT

INCORRECT

INCORRECT
POSTCARDS  Both “to” and “from” go on the right portion of the card
ADDRESSING INTERNATIONAL MAIL

DESTINATION ADDRESS

We recommend that you print your delivery addresses in all uppercase letters. If possible, addresses should have no more than five lines.

The full address should be typed or legibly written in English and should be placed lengthwise on one side of the item. An address in a foreign language is permitted if the name of the city, province, and country are all in English.

The last line of the address block area must include only the complete country name (no abbreviations) written in uppercase letters.

Foreign postal codes, if used, should be placed on the line above the destination country. Some countries prefer that the postal code follow the city while others prefer that it precede the city or town name. The following shows the order of information for the destination address:

LINE 1: NAME OF ADDRESSEE
LINE 2: STREET ADDRESS OR POST OFFICE BOX NUMBER
LINE 3: CITY OR TOWN NAME, OTHER PRINCIPAL SUBDIVISION (ie, PROVINCE, STATE, COUNTY, ETC.) AND POSTAL CODE (IF KNOWN) (Note: in some countries, the postal code may precede the city or town name)
LINE 4: COUNTRY NAME (UPPERCASE LETTERS IN ENGLISH)

The following are examples of properly formatted delivery addresses:

<table>
<thead>
<tr>
<th>MS JOYCE BROWNING</th>
<th>MS JOYCE BROWNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>2045 ROYAL ROAD</td>
<td>2045 ROYAL ROAD</td>
</tr>
<tr>
<td>06570 ST PAUL</td>
<td>LONDON WIP 6HQ</td>
</tr>
<tr>
<td>FRANCE</td>
<td>ENGLAND</td>
</tr>
</tbody>
</table>

The following format should always be used for destination addresses to Canada:

<table>
<thead>
<tr>
<th>MS HELEN SAUNDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010 CLEAR STREET</td>
</tr>
<tr>
<td>OTTAWA ON K1A 0B1</td>
</tr>
<tr>
<td>CANADA</td>
</tr>
</tbody>
</table>

As a precaution, senders should place a card showing the names and addresses of the sender and addressee inside parcels.

**Customs Forms** are required by the postal service for packages sent internationally including FPO/APO addresses. There are two different forms that are used: one for fewer than 4 pounds, and one for over 4 pounds. The forms may be completed and printed online or we will complete them at Shipping Express. [http://webapps.usps.com/customsforms](http://webapps.usps.com/customsforms)
We are an Authorized FedEx shipper. You may ship through us or drop off prepaid packages.
Pickups daily: Ground @ 2:30pm & Express @ 4:00pm // www.fedex.com

We are an Authorized UPS shipper. You may ship through us or drop off prepaid packages.
Pickups daily @ 4:15pm // www.ups.com

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**OTHER SERVICES**

- Stamps (various denominations)
- Letter Envelopes
- Regular and Padded Manila Envelopes (Small, Medium & Large)
- Rolls of Packing Tape
- Packing Material/Peanuts
- Custom Packing Services
- USPS Money Orders
- Accept Pre-Paid Packages and UPS/FedEx Accounts
- Drop-Off Services

**Boxes**

- 6 x 6 x 6……………..$1.25
- 8 x 8 x 8……………..$1.75
- 10 x 10 x 10…………$2.25
- 12 x 12 x 12…………$2.75
- 14 x 14 x 14…………$3.25
- 16 x 16 x 16…………$4.25
- 18 x 18 x 18…………$5.25
- 20 x 20 x 20…………$6.25
- 22 x 22 x 22…………$7.25
- 24 x 24 x 24………..$8.25
- 11 x 9 x 6……………...$1.50
- 12 x 6 x 6……………..$1.75
- 17.5 x 11.5 x 11.5……$3.50
- 19 x 12 x 3…………….$3.00
- 22 x 14 x 14…………..$5.00

**Personal Mail Boxes (PMB's)**

- Only $5 Per Month. Receive your first month FREE!
- Receive UPS, FedEx, DHL and USPS Packages and Mail. Large mail is secured at ShipEx for your convenience.
- Boxes are available on the 1st and 2nd floors of the UC.
- Mail delivered to personal mail boxes Monday - Friday

-We Accept Cash, Check, Griz Card UMoney, Visa/MasterCard Credit/Debit Cards, & Departmental Charges
The UC Shipping Express’ guide to mailing postcards, letters, and parcels.

UC Shipping Express is located on the 1st floor of the University Center offering a full range of services including:

Federal Express (FedEx)
United Parcel Service (UPS)
United States Post Office (USPS)
Private Mail Box Rentals (PMB’s)

Monday through Friday | 9am - 5pm
Closed for state and federal holidays.