



<http://www.DoIT.ri.gov/services/mail/>



Comprehensive User Guide September 2006

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ENTERPRISE MAIL/MESSENGER OPERATIONS

Michael A. Lombardi
Manager
1670 Hartford Avenue
Johnston RI 02919
[Mlombardi@doit.ri.gov](mailto:MLombardi@doit.ri.gov)
Telephone Number: (401) 462-4702
Cell Number (401) 473-7638
Fax Number: (401) 462-4721

CENTRAL MESSENGER CENTER

Department of Administration
One Capitol Hill – Ground Floor
Providence, RI 02908-5805
JohnHa@gw.doa.state.ri.us
Telephone Number: (401) 222-3819
Fax Number: (401) 222-3151
Supervisor: John Harden or John Lawler
Pager # (401) 785-5326, Cell # 473-7672

SERVICES

- Pickup and deliver interdepartmental mail
- Pickup outgoing U.S. Mail
- Deliver incoming U.S. Mail (One Capitol Hill Only)
- Delivery of incoming mail and packages

The Central Messaging Center is open daily from 8:00 am to 4:00 pm.

MAIL OPERATIONS CENTER

Rhode Island State Computer Center
1670 Hartford Ave.
Johnston, RI 02919-3237
DFalso@gw.doa.state.ri.us
Telephone Number: (401) 462-4731
Fax Number: (401) 462-4720
Supervisor: Dennis Falso

MAIL PIECE DESIGN & ADDRESS STANDARDIZATION

Roxanne Oliver
Rhode Island State Computer Center
1670 Hartford Avenue
Johnston RI 02919
ROliver@doit.ri.gov
Telephone Number: (401) 462-4715
Cell Number (401) 641-1649
Fax Number: (401) 462-4720

SERVICES

- ❑ Metering/Sealing of outgoing U.S. mail
- ❑ Labeling – Utilizing 1-up labeling
- ❑ Tabbings
- ❑ Inserting – Machinable Pieces
- ❑ Folding
- ❑ Address Management/Standardization
- ❑ Direct Addressing
- ❑ Digital Duplicating
- ❑ Barcode Sorting
- ❑ Bursting
- ❑ Shipping Overnight & Ground Packages
- ❑ Mail Piece Design

The Enterprise Mail Operations Center is open daily from 8:30 am to 5:30 pm.

DISASTER RECOVERY SITE

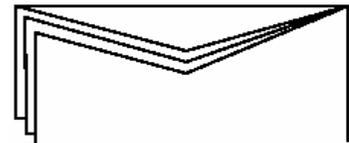
SunGard Recovery Services

Telephone Number: (401) 472-4702

ITDRP Manager: Michael A. Lombardi

OUTGOING U.S. MAIL A Enterprise Mail Operations chargeback card should accompany mail that is to be metered for delivery by the United States Postal Service. For fastest processing time, your mail should be sorted according to the following guidelines.

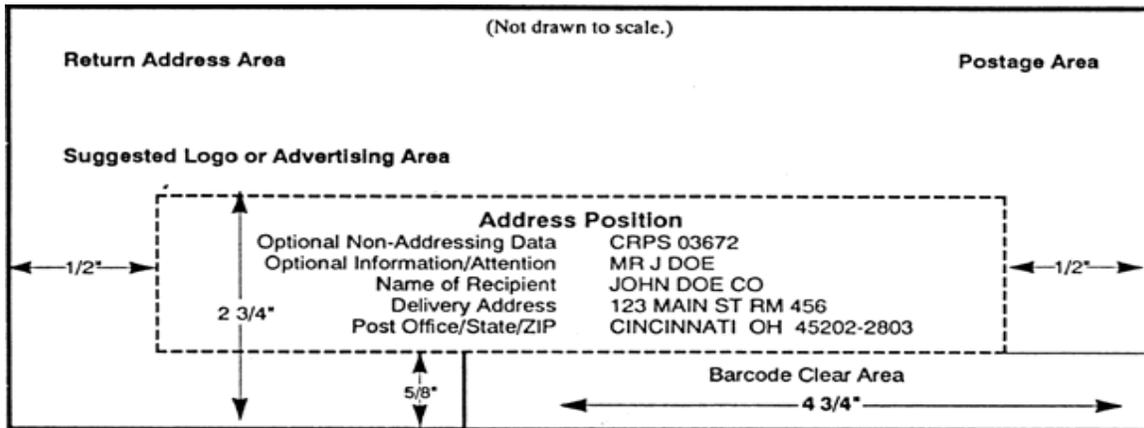
- ❑ Letter-sized envelopes should be bundled with flaps sealed **not** interlocking (as shown). Over-stuffed envelopes must always be sealed.
- ❑ **Separate sealed and unsealed mail.**
- ❑ Letters, flats, and any mail not requiring postage should be bundled separately. For detailed information regarding flats, see page 14-15.
- ❑ Packages should not be sealed with clear tape but with brown reinforced packing tape, as required by the United States Postal Service.
- ❑ If sealing is needed, layer your envelopes with the flaps open, interlocking (as shown). We can seal envelopes that are closed on top of each other, but do not mix the open and closed envelopes.
- ❑ All mail should be facing the same direction.



The United States Postal Service requires very exact standards which all mail must meet in order to take advantage of discounted rates. Failure to adhere to these standards will cause customers to pay the full-rate for their mail.

ADDRESSING REQUIREMENTS

The picture below is an image that depicts the perfect way to design/address your mail. This format should be used for both machine generated and handwritten mail pieces, for all mail classifications.



WINDOW ENVELOPES

If you are using envelopes that have a window in which the address is to appear, make certain that there are no text, logos, designs or other markings showing through the window.

POSTAGE DISCOUNTS

When prepared correctly, your mail can be sent out at a discounted rate without adding additional delivery time. The process involves an automated sorting process, and gives us a great opportunity to save money for our customers. The Enterprise Mail Operation Center has the capability of discounting all letter size mail, however, there is an additional charge for handwritten mail, because this mail is not automatically machine coded on the first pass, these items must be coded by a postscript software vendor for an additional click charge. For this reason, we recommend that whenever possible our customers machine generate (computer, typewriter, label maker) all their addresses.

To take advantage of postage discounts, our mail is sent to the State of Rhode Island's barcode vendor. This vendor sprays a barcode onto the envelopes so that they are pre-sorted according to ZIP code. This process involves a machine called a Multiple Line Optical Character Reader (MLOCR or OCR) that reads the address to determine the destination, and sprays a barcode accordingly. A summarized copy of the contract can be forwarded to you by contacting Mlombardi@doit.ri.gov.

THINGS TO KNOW ABOUT THE OPTICAL CHARACTER READER

The Optical Character Reader does have some limitations, and there are some considerations to remember before sending us your mail. For example, the OCR is limited with regard to the fonts (type-facings) that it can read. In addition:

- ❑ The mail item must not be more than ¼ inch in thickness.
- ❑ The OCR will not read script type fonts, italics, and fonts that are too close together.
- ❑ It will not read underlined text.
- ❑ There must be two spaces between the city and state, and between the state and the ZIP code. Do not use commas or periods.

For more information on the Optical Character Reader, see page 16 of this guide.

GUIDELINES TO ENSURE DISCOUNTS

- ❑ Use only the fonts that are listed on pages 15-16 of this guide to ensure that the optical reader will work properly.
- ❑ Do not use punctuation, except for the hyphen in the ZIP+4 codes. See abbreviations appendix on page 26 if necessary.
- ❑ Use correct address formatting. See page 25.
- ❑ When sending flats, do not use metal clasps. See page 14-15.
- ❑ Make sure the bottom line is the City, State, and ZIP code line.
- ❑ Do not let the letters touch.
- ❑ Do not let other things show in the address window of envelopes, only the complete name, address, city, State and zip code.
- ❑ City, State, and ZIP code are ALWAYS on the same line, no punctuations (except for the hyphen for ZIP+4 codes) and two spaces between each.
- ❑ Do not have any writing below the City, State, and Zip code line, **the OCR reads from the bottom up.**
- ❑ Machine printed or typewritten if possible, uniformly aligned to the left margin.
- ❑ Use black ink on white envelopes when at all possible.
- ❑ Make sure the address is parallel to the bottom of the envelope – not slanted.
- ❑ Do not use bold, italics or underlining on the addresses.
- ❑ When using envelopes, make sure the address appears correctly, and there is no text below the City, State and ZIP code line.
- ❑ **ALL Mail will be delivered to the address directly above City, State, and Zip code line.**

FOREIGN ADDRESSING

If you have mail going to a foreign country, and you are not sure how to process that mail, call us at 462-4709 for guidance. You can also visit the United States Postal Services International help page online at http://pe.usps.gov/text/imm/immc1_toc.html.

When sending international mail, note that the country name always stands alone on the bottom line:

Sample: Mr. John Smith
123 Long Drive
London WIP6HQ
Great Britain

Flag/Highlight (make sure that we can recognize) any foreign mail so that it gets the proper postage amount applied to it.

CERTIFIED MAIL (Certified notification now available on the internet)

Pictured below are images depicting the correct way to address certified, Notice that the certified label is approximately in the upper, middle of the envelope, leaving room on the left for the return address and room on the right for the meter stamp.



This service provides the sender a mailing receipt and online access to the delivery status. A delivery record is maintained by the USPS. This service is available with First-Class Mail and Priority Mail. For an additional fee, it may be combined with Restricted Delivery or Return Receipt. The certified mail fee is in addition to postage.

With Certified Mail you can be sure your article arrived at its destination with access to online delivery information. When you use Certified Mail, you receive a receipt stamped with the date of mailing. A unique article number allows you to verify delivery online. As an additional security feature, the recipient's signature is obtained at the time of delivery and a record is maintained by the Post Office.

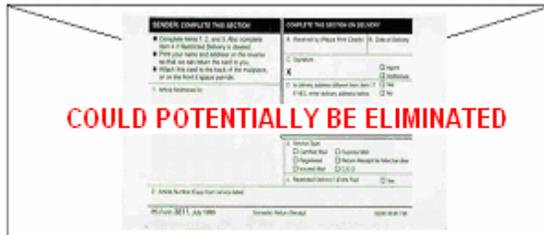
SENDING CERTIFIED MAIL WITHOUT USING RETURN RECEIPT REQUESTED

We presently mail **Certified Mail without Return Receipt Requested** (approximately 100 daily) for additional savings. This will obviously depend upon the various reasons you are sending your letters/packages via this method and upon the level of proof of delivery you require. This savings is possible because the United States Postal Service (USPS) has certified mail information available via the Internet. It is recommended that you send all Certified Mail utilizing this method. Proper certified bar-coded USPS labels must be used (as shown below left) and can be ordered from the Enterprise Mail Operations Center.

The Enterprise Mail Operations Center enters the all Certified Mail into a USPS approved Confirmation Services Shipping System. All Certified Mail Pieces are manifested and delivered to the Johnston Post Office each night @ 3:00pm to obtain the "barrel stamp" from the Post Office.

Certified/Return Receipt Requested letters/packages cost a minimum of \$4.64.

\$.39 for a one-ounce letter. \$2.40 to certify it. \$1.85 for the return receipt.



The \$1.85 postage cost for the return receipt is now eliminated.

With certified mail, delivery confirmation can be obtained via the Internet thus eliminating the need for a return receipt. A hard copy of the proof of delivery can be printed and saved. All that is required is the proper bar-coded label (above left example) and that the letter/package be mailed certified **WITHOUT the return receipt requested**, and you retain the bottom portion of the certified label that has the traceable 20-digit tracking number or leave it attached to the piece with your return address and the Enterprise Mail Operations Center will time stamp it and return it to you via interoffice mail.. From the USPS website, <http://www.usps.com> click the Track & Confirm option located in the red bar at the top of the page, or go directly to: (delivery information should be available 2-3 days after you mail it)

<http://www.usps.com/shipping/trackandconfirm.htm?from=global&page=0035trackandconfirm>

In the box on the right of the page enter the 20-digit number. As a sample, 7001 1940 0001 9740 1523 can be used and should provide the following information.

Delivery Status

You entered 7001 1940 0001 9740 1523

Your item was delivered at 12:35 pm on May 07, 2003 in JOHNSTON, RI 02919

This page can be printed as your proof of delivery and the cost of your certified letter/package is reduced, **saving \$1.85 per letter/package**. This information is available for six-months on the USPS site, and is available off-line at the main post office for two years. The bar-coded label should be placed in the position as shown in the picture above left so there is enough room for the meter stamp on the top right, which is approximately three inches.

OVERNIGHT/EXPRESS MAIL (FedEx)

Order the new FedEx supplies (page 28), insert the document in the FedEx envelope, complete the FedEx Airbill (please include the 3 digit mail account charge back number in the billing reference section) and insert in the envelope pouch and place it in the outgoing mail bin for messenger pick up. Federal Express is scheduled to pick up from the EOC in Johnston nightly. The Overnight Mail package can be brought to the Central Messenger Center located at 1 Capitol Hill-Ground Floor, or drop the package in one of the convenient FedEx drop boxes located throughout the State of Rhode Island. Visit www.fedex.com to ship or track an Overnight Mail package, check drop box locations or arrange for a package pick-up. Finally, call 800-463-3339 to schedule a package pick-up. If you establish a sub-account with FedEx, you can ship, obtain your supplies via www.fedex.com and you will be directly invoiced from Federal Express. Effective December 1, 2006, Overnight/Express must be shipped through FedEx

GROUND MAIL (FedEx)

Due to weekly pick-up, fuel & residential delivery surcharges, size, weight, class of the package, residential or commercial delivery address, and that PO Boxes can only be delivered by the USPS, FedEx will not always be the best shipping option for **Ground packages**. As a result, you will need to rate shop when utilizing this service. If you are currently using another commercial carrier then it may be advantageous to ship ground via FedEx and take advantage of the rates under the terms of Master Price Agreement (MPA) 367. If you ship packages/parcels via USPS, as we do in the Enterprise Mail Operations (EMO) in Johnston, then you should follow this simple rule of thumb:

Business to Business Address

First Class Mail **1 lb.** or more
Bound Printed Matter **No Savings** Noticed
Media Mail **7 lbs.** or more
Library Mail **7 lbs** or more
Parcel Post **5 lbs** or more

Business to Residential Address

First Class Mail **5 lbs.** or more
Bound Printed Matter **No Savings** Noticed
Media Mail **9 lbs.** or more
Library Mail **12 lbs** or more
Parcel Post **21 lbs** or more

(The weight cutoffs above include Pick-up, Fuel & Residential (home) surcharges MPA 367 rate)

If you currently utilize the EMO for the processing of these packages/parcels, the process has not changed and the rate shopping will be facilitated by EMO personnel. Insert the document in any of the standard large package mailing envelopes, complete the mailing/delivery address (please include the 3 digit mail account charge back number under the return address of the envelope) and place it in the outgoing US mail

bin for messenger pick up. Federal Express Ground is scheduled to pick up from the EOC in Johnston nightly. The Ground Mail package can also be brought to the Central Messenger Center located at 1 Capitol Hill-Ground Floor. Please note: drop boxes cannot be utilized for this service. Visit www.fedex.com to ship a Ground Mail package, locate a FedEx shipping locations or arrange for a package pick-up. Finally, call 800-463-3339 to schedule a package pick-up. If you establish a sub-account with FedEx, you can ship, obtain your supplies via www.fedex.com and you will be directly invoiced from Federal Express. Same billing & sub-account rules apply.

UNITED STATES POSTAL SERVICE MAIL CLASSIFICATIONS

Plenty of information also available at: <http://www.usps.com>

Anything over 70 pounds can NOT be mailed via the USPS.

Same-Day Bar-coded First-Class Mail

This is the all letter mail received by the Enterprise Mail Operations Center by 3:00pm daily. This mail is metered at low automated postage rates and forwarded to our barcode vendor for processing. Even though we frown upon hand-written mail, it is also eligible for automated postage discounts but it is subject to an extra service charge. **This mail saves the State approximately \$400,000 annually.** Mail received after the time indicated above is not guaranteed same day processing and is metered with the next day's date unless otherwise noted by the originator.

Same-Day Full Rate FIRST-CLASS MAIL

This mail received by the Enterprise Mail Operations Center by 5:00pm daily. First-Class regular mail refers to mail that goes through the mail stream unsorted at the full postage rate (\$.39 for the first ounce). Flats and Non-standard sized pieces of mail or non-readable mail is sent First-Class Single Piece. Material weighing over 13-ounces becomes Priority Mail, unless it can qualify as Standard Mail or Package Service. Mail received after the time indicated above is not guaranteed same day processing and is metered with the next day's date unless otherwise noted by the originator.

INTERNATIONAL MAIL

International surface & airmail is available to most countries, however, certain restrictions may apply. If you are sending international mail, contact us to determine the proper classification and documentation.

OVERNIGHT MAIL PO Box (Use only when absolutely necessary)

State Division of Purchases has chosen FedEx as its primary carrier for express (overnight) mail service. Therefore, all State agencies under the authority of Central Purchasing must use FedEx for express delivery service instead of other commercial carriers. Under the terms of Master Price Agreement (MPA) 367, Express Mail Services, State agencies can realize significant savings through discounted rates when using FedEx shipping services.

The result, MPA 367, can be found on the Division of Purchases website at <http://www.purchasing.ri.gov/RIVIP/MPAs/367Part1.pdf>. Although FedEx will now be our exclusive carrier for overnight delivery, FedEx cannot be utilized for PO Box delivery, these packages must be shipped via USPS express mail

The Enterprise Mail Operations Center maintains a corporate account with the USPS for all Overnight mail. Utilize the request for supplies on page 28 to order overnight mail labels and packages that you may require. Overnight mail is expensive, make sure it is not going to Rhode Island and that you absolutely need it there the next day. Therefore, we recommend minimizing the utilizing of that service.

PRIORITY MAIL

Priority Mail is normally for first-class mail that weighs over 13 ounces. You can send letters via this method as well. There are also flat rate envelopes to fit as much as possible into them. Weight and destination determine postal rates for Priority mail. Priority Mail is a two-three day service between 64 major markets (i.e. Atlanta to Dallas or Chicago to New York). When using Priority Mail, we recommend using priority envelopes that are available at no charge from your local Post Office or us.

REGISTERED MAIL

Registered Mail, the most secure mail the USPS offers, provides added protection for valuable mail. Insurance may be purchased to cover articles valued up to \$25,000. Restricted delivery and return receipt are available for additional fees. Again use this service only when absolutely necessary because it is an expensive service, takes longer for delivery and must be properly packaged to be accepted by the USPS.

DELIVERY CONFIRMATION - Costs \$.55 (in addition to postage)

This service gives you the date, ZIP Code and the time your article was delivered. If delivery was attempted you will get the date and time of attempted delivery. Delivery information is available [online](#) and by phone. It uses the fluorescent green Delivery Confirmation label, PS Form 152. **You can NOT use delivery confirmation for First-Class Letters.**

You can use Delivery Confirmation with:

- [First-Class Mail® Parcels](#) - Envelopes and small packages weighing 13 ounces or less. Applies only to envelopes measuring 3/4" thick at thickest point or boxes.
- [Priority Mail®](#) - Cost effective delivery in an average of 2-3 days. (Package Services Parcels) - Send small and large packages, envelopes, and tubes. Includes Parcel Post®, Media Mail, Bound Printed Matter, and Library Mail.
- [Standard Mail](#) - Items weighing less than 16 ounces can be sent at discounted presorted and automation rates. Available only for pieces subject to the residual shape surcharge and mailed at the Electronic rate.
- [Parcel Select®](#) - Send large volumes of packages at a discount.

You can use Delivery Confirmation with the following Extra Services:

- [Return Receipt for Merchandise](#) – Provides a mailing receipt and a return receipt with the date of delivery and the recipient's signature.
- [Insured Mail](#) - Insurance against loss or damage for merchandise and gifts.
- [Registered Mail™](#) - Provides maximum security and date of delivery or attempted delivery.
- [Collect on Delivery \(COD\)](#) - Allows the postage and price of an item to be collected from the recipient by the USPS and given to the mailer.
- [Special Handling](#) - Provides preferential handling for fragile or perishable items.
- [Merchandise Return Service](#) - Your customers will appreciate the ability to return merchandise easily at no cost to them. When you have a Merchandise Return permit, you pay the postage and fees for goods sent back to you.
- [Return Receipt](#) - Provides a postcard with the date of delivery and recipient's signature.
-

- [Restricted Delivery](#) - Confirms that only a specified person (or authorized agent) will receive a piece of mail. Only available with Certified Mail, Insured Mail over \$50, or Registered Mail.

**SIGNATURE CONFIRMATION (Verify delivery – and know who accepted your package)
Costs \$1.90 (in addition to postage) (This is equal to the combination of certified mail with return receipt requested, but at a lower cost per envelope/package!)**

Get all the benefits of Delivery Confirmation and more. You get an added level of security by requiring a signature from the person who accepts your package. You can get confirmation of delivery – including date, time and location – and you can request to have a letter faxed or mailed to you with a copy of the recipient’s signature. If delivery was attempted you will get the date and time of attempted delivery. Delivery information is available [online](#) and by phone. It uses the hot pink Signature Confirmation label, PS Form 153. **You can NOT use signature confirmation for First-Class Letters.**

You can add Signature Confirmation to:

- [First-Class Mail® Parcels](#) - Letters, envelopes, and small packages weighing 13 ounces or less.
- [Priority Mail®](#) - Cost effective delivery in an average of 2-3 days.
- [Package Services Parcels - For parcels mailed as Parcel Post, Bound Printed Matter, and Library Mail.](#)
- [Parcel Select](#) - Send large volumes of packages at a discount.
-

You can use Signature Confirmation in combination with the following Extra Services:

- [Insured Mail](#) - Insurance against loss or damage for merchandise and gifts.
- [Registered Mail™](#) - Provides maximum security and date of delivery or attempted delivery.
- [Collect on Delivery \(COD\)](#) - Allows the postage and price of an item to be collected from the recipient by the USPS and given to the mailer.
- [Special Handling](#) - Provides preferential handling for fragile or perishable items.
- [Restricted Delivery](#) - Confirms that only a specified person (or authorized agent) will receive a piece of mail. Only available with Certified Mail, Insured Mail over \$50, or Registered Mail.

RETURN RECEIPT (Please note page 6, in most cases this has been eliminated)

A return receipt is available for Insured, Certified, Registered, and Domestic Express mail shipments. The return receipt identifies the article number, who signed for it, and the date it was delivered. **You do not need to use a return receipt on all certified and registered mailings.**

INSURED MAIL

By insuring your mail you will be reimbursed for the mail contents if lost or damaged. Insurance can be purchased up to \$500 for third and fourth-class mail. Insurance is also available for merchandise mailed at the Priority Mail or First-Class Mail rates. If you need to send something insured, contact the Enterprise Mail Operations Center at 462-4709 for more information.

POSTCARDS

Use for cards with the following dimensions:

Dimension	Minimum	Maximum

Height	3½ inches	4¼ inches
Length*	5 inches	6 inches
Thickness	0.007 inch	0.016 inch

Any item smaller than the minimum dimensions is not mailable.

For postcards, like letters, length is the dimension parallel to the address and must be rectangular.

Postcards must be made of unfolded and uncreased card stock.

* Placement of address determines length of piece. Length is dimension parallel to the address as read.

LARGE POSTCARDS

Use for cards over the maximum height or length dimensions of a postcard.

Large postcards are charged the First-Class letter rate of \$0.39. Large postcards, like letters, require an additional \$0.13 nonmachinable surcharge when any one of the following applies:

- ❑ Height exceeds 6-1/8 inches, or
- ❑ Length exceeds 11 ½ inches, or
- ❑ Thickness exceeds ¼ inch, or
- ❑ Length divided by height is less than 1.3 or more than 2.5.
- ❑ Large postcards should be at least .009" thick.

STANDARD MAIL – Mail that weighs less than 16 ounces and generic in nature.

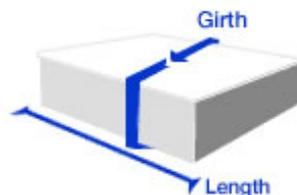
The following are considered Standard Mail (A) matter:

- ❑ Circulars
- ❑ Catalogs
- ❑ Booklets
- ❑ Newsletters
- ❑ Merchandise
- ❑ Product Samples
- ❑ Photographs

Anything heavier than 16 ounces must be mailed as Package Service or Priority Mail.

PACKAGE SERVICE – Consists of media mail, library mail, bound printed matter and parcel post. Examples are:

- ❑ Packages or Parcels
- ❑ Sound Recordings
- ❑ Books
- ❑ Library Materials
- ❑ Merchandise
- ❑ Films
- ❑ Bound Printed Matter
- ❑ Computer Media
- ❑ Video Tapes



Length = longest side of the parcel
Girth = measurement around all 4 sides

Each piece of Package Service mail must not exceed 70 pounds in weight and must not exceed 108” in length and girth combined. Otherwise oversized packages cost applies. Contact the Enterprise Mail Operations Center for package restrictions and fees.

SERVICES

Service Level Agreement

The Enterprise Mail Operations Center requires 3 business days for Automated offline processing after all components are received. Not to include same day metering & barcode sorting. Priority Jobs (checks, adverse action notices, etc) for processing received prior to 1:00pm will be treated as same day mail. Priority Jobs (checks, adverse action notices, etc) received after 1:00pm will be stamped in for next day processing. Enterprise Operation Center Daily reports that are now available on our website. The Enterprise Mail Operations reports may be helpful in checking the status of your mailings as well as your stock quantities. The mail reports are as follows:

Enterprise Mail Operations (EMO) - Daily, Monthly, and YTD Statistical Fact Sheet, Daily Print to Mail Production Control Sheet, & Inventory Control Report listing.

Please note, these pages are on the internal DoIT website, and can't be accessed from outside work unless you connect thru a VPN account. See the attached memo for the Computer Operations reports/links you may also find helpful.

EOC Daily Print to Mail Production Control Report:

<http://operations.doit.ri.gov/opsreports/Johnston/PC/>

EOC WEEKLY Inventory Control Report:

<http://operations.doit.ri.gov/opsreports/Johnston/IC/>

EMO Daily, Weekly, Year-To-Date, Report:

<http://operations.doit.ri.gov/opsreports/Johnston/>

INSERTING - call ahead (462-4709) <http://www.DoIT.ri.gov/services/mail/inserting.php>

The Enterprise Mail Operations Center has three inserters than can insert correspondence and other printed matter into pre-addressed or window envelopes. We offer standard and intelligent inserting services. The intelligent inserter should be used for jobs that consist of multiple and/or variable inserts/forms to be mailed to the same recipient (e.g., Child Support Notices, Human Services Notices). The intelligent inserters utilize OMR marks to accomplish the intelligent inserting function.

Details on OMR marks: http://www.DoIT.ri.gov/documents/download_docs/OMR.pdf

Before submitting a request for folding and inserting, please contact the Enterprise Mail Operations Center Mail Support Specialist to examine sample forms and envelopes to ensure that the materials are properly designed to be processed on our automated mail processing systems and are suitable for

automation postage discounts. We can also offer suggestions for size and shape requirements to keep your mailing costs as low as possible.

FOLDING - call ahead for service (462-4709)

The Enterprise Mail Operations Center utilizes an automated high-speed folder with a processing capacity of 10,000 pieces per hour. We can perform Z-Folds, C-Folds (Letter Fold), and Half-Folds on standard 8 ½ by 11, 8 ½ by 17 sheets and various check sizes.

METERING & SEALING

The Enterprise Mail Operations Center utilizes 6 high-speed automated postage meters with a processing capacity of (up to) 7,000 pieces per hour. After inserting the contents into the envelopes, the mailer must ensure that all envelope flaps within a bundle are all up. A premium rate will be charged if EMO personnel have to reorient or reorganize the mail so that it can be processed on our metering/sealing equipment. Also, if we have to seal envelopes by hand, an additional fee will be charged.

POSTAGE PAID RETURN ENVELOPES call ahead for supply's (462-4715)

If you have a mailing that requires someone to respond, and you are paying the postage for the return mail, the Enterprise Mail Operations Center will provide generic pre-paid postage return envelopes or labels. We will Direct Address the agency name on the envelope.

TABBING - call ahead for service (462-4709)

The Enterprise Mail Operations Center has a tabbing/labeling machine that can be used to place 1-up labels on postcards, envelopes. It also can tab mail pieces in order to keep them together so they qualify for postal discounts.

ADDRESS MANAGEMENT - call ahead for service (462-4715)

Address Management is the ongoing process of ensuring that addresses in your customer database are accurate and up-to-date. This seems like a relatively simple task, but a recent study undertaken by the United States Postal Service® (USPS®) and PriceWaterhouseCoopers found that 23.6% of all mail in the U.S. is incorrectly addressed and 2.7% of mail is completely undeliverable.

The State of Rhode Island can protect against fraud, waste and excess mailing costs by cleaning your database of inaccurate, incomplete, or undeliverable addresses. Use this developer tool to verify addresses in batch or at the point of entry. Ensure the integrity of your database by preventing errors before they occur. Maintain control over mission critical applications with Address Object and our other data quality tools. Performing address lookup and postal address verification at the point of data entry is a highly effective way to improve address data quality:

The Enterprise Mail Operations Center will batch verify and standardize your data base addresses nationwide. It adds up-to-date ZIP + 4, Carrier Route and the Delivery Point codes to your mailing list. The ZIPTM coding feature of MAILERS+4 is CASS Certified™ by the USPS®. It also prints the required USPS Paperwork.

The Address Check feature can also append marketing data to your files such as: county name, time zone, MSA, PMSA, congressional district, latitude & longitude, address type, Line of Travel (LOT) number and more.

DIRECT ADDRESSING (Inkjet Printing) - call ahead for service (462-4715)

The Enterprise Mail Operations Center will Direct Address Inkjet print the names, addresses, and bar codes directly onto your mail piece panel, eliminating the need for a separately affixed label. The formatted data file is fed via computer to the inkjet head and tiny spray bars spray ink to form letters, thus creating a neatly "printed" address. Inkjetting offers you a neater and more personalized mailpiece as well as an address panel with up to six square inches of copy. Our inkjet machine is capable of addressing mailers on all uncoated and some coated papers. The machine has drying unit that dries the ink and avoids the smudging and smearing that normally occurs with coated papers. Inkjetting is possible on self-mailers with a moderate degree of "bulk" as well as envelopes in the more common sizes, up to about 9"x12".

DIGITAL DUPLICATING - call ahead for service (462-4715)

The Enterprise Mail Operations Center has state-of-the-art digital equipment that is networked to provide you with first-generation quality copies. Our equipment is able to reproduce excellent, quality. All of this is completed in a timely manner and at a lower cost than the convenience copiers. This service allows you to transmit an electronic document from a personal office computer to our Mail Support Specialist, and then the System is designed for the in-house production of high-quality documents, allowing every page to have first-generation quality.

PERSONAL MAIL

As a courtesy, the Enterprise Mail Operations Center will pick up employee's personal mail as long as it has the required postage, and is sealed. There are also Central Messenger Center mailboxes located on the first floor of the State House, and outside the Messenger Center at One Capitol Hill. All personal mail is picked up at our facilities along with our processed mail by the United States Postal Service. Keep all personal mail separate from mail that needs processing.

MAIL SUPPLIES

- | | |
|--|--|
| <input type="checkbox"/> Overnight Mail | <input type="checkbox"/> Envelopes |
| <input type="checkbox"/> Registered Mail | <input type="checkbox"/> Stamps |
| <input type="checkbox"/> Certified Mail | <input type="checkbox"/> Labels |
| <input type="checkbox"/> Return Receipts | <input type="checkbox"/> Account Cards |

To order supplies copy page 28 of this guide or order online at:
<http://www.DoIT.ri.gov/services/mai/supplies.php>

NON-MAILABLE ITEMS

The United States Postal Service will not accept most non-paper items unless the mailer uses special packages. If you need to mail a non-paper item, call the Enterprise Mail Operations Center at 462-4709 for assistance.

Do not mail the following items in letter envelopes because they will cause jams or damage the mailing machines. Also, there is a great potential for injury to the personnel operating these machines. Contact us if you have to send these items:

- | | |
|--|--|
| <input type="checkbox"/> Staples | <input type="checkbox"/> Glass Products or Parts |
| <input type="checkbox"/> Paper Clips | <input type="checkbox"/> Product Samples |
| <input type="checkbox"/> Binder Clips | <input type="checkbox"/> Chemicals |
| <input type="checkbox"/> Keys | <input type="checkbox"/> Lapel Pins |
| <input type="checkbox"/> Metal Pieces | <input type="checkbox"/> Buttons |
| <input type="checkbox"/> Compact Disks | <input type="checkbox"/> Writing Pens |
| <input type="checkbox"/> Floppy Disks | <input type="checkbox"/> Any Non-bendable items |

All foreign countries have varying restrictions regarding what type of items may be mailed. Contact us if you need to send non-standard items internationally.

LATE MAIL

If you missed your last scheduled pickup and you need to get some items mailed, you can drop off your mail by 4:00 pm to One Capitol Hill, or by 5:00 pm to 1670 Hartford Ave. However, the mail might have to be sent out at the full rate.

LARGE MAILINGS

In order to provide you with the fastest service, and to insure that we have the proper handling equipment at pickup, we ask that you call the Central Messenger Center at 222-3819 if you have a larger than normal mailing that needs to be picked up.

FLATS (Large Envelopes)

These are primarily the 9" by 12" envelopes, although many other envelope sizes are considered "flats". If the width exceeds 6 1/8" or the length exceeds 11 1/2" and the piece is still rectangular in shape, it is a flat. The maximum is 9"(W) by 12"(L), weighing no more than 13 ounces, and no thicker than 1/4 inch. There is a potential savings per qualified envelope mailed. Some very useful mail preparation information is available at:

<http://www.usps.com/customersguide/pdf/DMM100.pdf>

To be automation compatible and eligible for postage savings:

- The flat envelope must NOT have any CLASPS on it. The machines won't process them.
- The flat envelope MUST NOT be glossy or tyvek.

- The preferred flat envelopes are light brown/gold or white in color, WITHOUT CLASPS, and can be found on MPA's or from many other sources that State Agencies order from.
- An inexpensive 9" by 12" flat envelope is contained in Master Price Agreement # 105 with W.B. Mason, item # 101.
<http://www.purchasing.state.ri.us/MPAs/105Part1.pdf> **A quantity of 250 is only \$2.00!**
- Most other flat envelopes are \$.05 - \$.15. **At less than \$.01 each, this is an incredible deal!!**
- The flats should be sealed. Oftentimes, people stuff these flats too much and our machines can't seal them. Also, you want to avoid the loss of contents during the transportation process.
- If the flap is on the short side, it **MUST be sealed**. Our machines cannot seal these flats.
- NO writing, logos, or pictures of any kind should be on the bottom of the envelopes below the zip code line. The optical character reader on the barcode machine reads from the bottom up, so the first words encountered should be the City, State, and Zip Code. Leave plenty of room on the bottom right of the envelope for the barcode to be affixed.
- **The address should be TYPED**; handwritten flats currently are NOT eligible for savings.

Eligible for savings



Eligible for savings

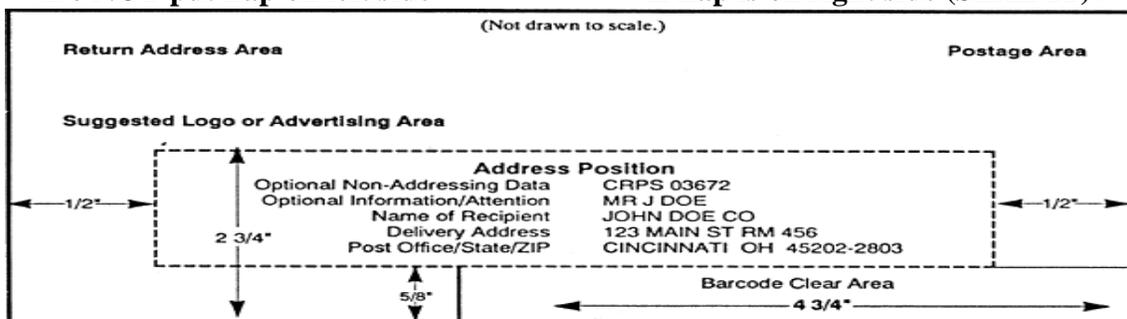


Not Eligible for savings



<Do NOT put flap on left side

If flap is on right side (SEAL IT) >



OCR Readable Type Fonts

Tested and Verified	Similar Styles
Century Light Schoolbook	Century
Elite	
Fritz Quardrata	
Futura Medium	Airport, Alphatura, Contempra, Future, Photura, Sparta, Stylon, Techica, Techno, Tempo, Twentieth Century, Vogue
Helios	Akzidenz-Grotesk Buch
Helios Light	Aristocrat
Helvetica	Claro
Helvetica Light	Europa Grotesk
Helvetica Regular	Geneva
Honeywell H200	
IBM 1403	

IBM 1428	
Koronna Regular	Aquaris, Corona, Crown, Koronna, News No. 3, News No. 5, News No. 6, Nimbus, Royal
Manifold 72	
Megaron Bold	Hamilton
Megaron Medium	Newton
News Gothic	Alpha Gothic
Trade Gothic	Classified Gothic
Newtext Regular Condensed	
OCR-A	
OCR-B	
Optima	Athena, Chelmsford, Musica, October, Omega, Optimist, Orade, Roma, Therme, Zenith
Pica	
Standard Typewriter	
Stymie Medium	Alexandria, Beton, Cairo, Kamak, Memphis, Pyramid, Rockwell
Triumverate	Sonoman Sanserif
Triumverate Bold	Spectra
Triumverate Regular	Vega
Univers	Alphavers
Univers 5	Erterna
Univers Medium	Galaxy, Kosmos, Versatile
Universal	

Fonts that are better recognized by the Optical Character Readers utilized by both the United States Postal Service and our barcode vendor, are 10 to 12 point, non-serif fonts. Avoid using “kerned” fonts and fonts that cause the characters to overlap or touch, such as scripts. Use of these fonts results in a reduction in the read rates and therefore results in a decrease in the State’s postage savings.

Other recommended fonts are:

Mainframe Printer Fonts: Courier, Arial
Word Perfect Fonts: Courier, Courier New, Letter Gothic, Times New Roman
MS Word Fonts: Arial, Bookman, Courier, Univers

SIZE STANDARDS FOR AUTOMATED HANDLING

SIZES AND TYPES

The size of the envelope should properly accommodate the contents.

POSTCARDS

Minimum Size

Length: 5 inches
Height: 3½ inches
Thickness: .007 inches

Maximum Size

Length: 6 inches
Height: 4 ¼ inches
Thickness: .0095 inches

LETTERS

Minimum Size

Length: 5 inches
Height: 3½ inches
Thickness: .007 inches

Maximum Size

Length: 11½ inches
Height: 6 1/8 inches
Thickness: ¼ inch

* note, over-sized postcards are treated as letters.

FLATS (Larger than letter size)

Minimum Size

Length: over 11½ inches or
Height: over 6 1/8 inches or
Thickness: over ¼ inch

Maximum Size

Length: 12 inches
Height: 9 inches
Thickness: ¾ inch

UNUSUAL SHAPES & SIZES

Once a piece of mail exceeds the maximum length, height or thickness of one shape, it automatically gets classified as the next largest shape. In addition, a piece of mail requires more postage when it is a certain shape or size that is difficult to process on mail sorting machines.

THE FOLLOWING USUALLY REQUIRE EXTRA POSTAGE

- ❑ Square Envelopes.
- ❑ Packages larger than 34 inches long, 17 inches wide or 17 inches high.
- ❑ Envelopes on which the address is written parallel to the short side.
- ❑ Packages weighing more than 35 pounds.
- ❑ Books or printed material weighing more than 25 pounds.
- ❑ Tubes and rolls.
- ❑ Items less than 1 oz that do not qualify as post cards or letters.

ENVELOPE STANDARDS

Console inserters are designed to handle a wide range of envelope materials. To ensure the highest level of productivity from the inserter, the envelopes should conform to the guidelines outlined below. The notes are keyed to the illustrations on the following page.

It may be very helpful to discuss these guidelines with the envelope supplier. Should there be any questions about a particular application, please contact Michael A. Lombardi, manager, Enterprise Mail Operations, 1670 Hartford Avenue Johnston RI 02919, (401) 462-4702, MLombardi@doit.ri.gov.

One Cycle Envelope Feeder

The Envelope Feeder feeds the envelope, opens the flap, and inserts the collation into the envelope. The envelopes must meet the requirements listed in the attached specification.

The envelope feeder automatically detects envelopes, which do not open properly, preventing the collation from being inserted into the envelope (throat

opener errors). The system will automatically disqualify these pieces, allowing them to be outsourced.

Specifications

End clearance is the difference between the dimension of the longest enclosure and the length of the envelope when measured with all enclosures in the envelope.

MINIMUM REQUIRED END CLEARANCE		
SINGLE PAGE INPUT OR NO INPUT		MULTIPLE PAGE INSERT
UP TO SIX ENCLOSURES	OVER SIX ENCLOSURES	
½" (12.7 MM)	¾" (19.1 MM)	¾" (19.1 MM)
¾" (19.1 MM)	¾" (19.1 MM)	¾" (19.9 MM)

Experience has shown that end clearance requirements increase with the height of the collation and/or with the number of pages comprising the input document.

Envelopes: Diagonal, Executive (Monarch Style) & Side Seam Envelopes - 8 Series

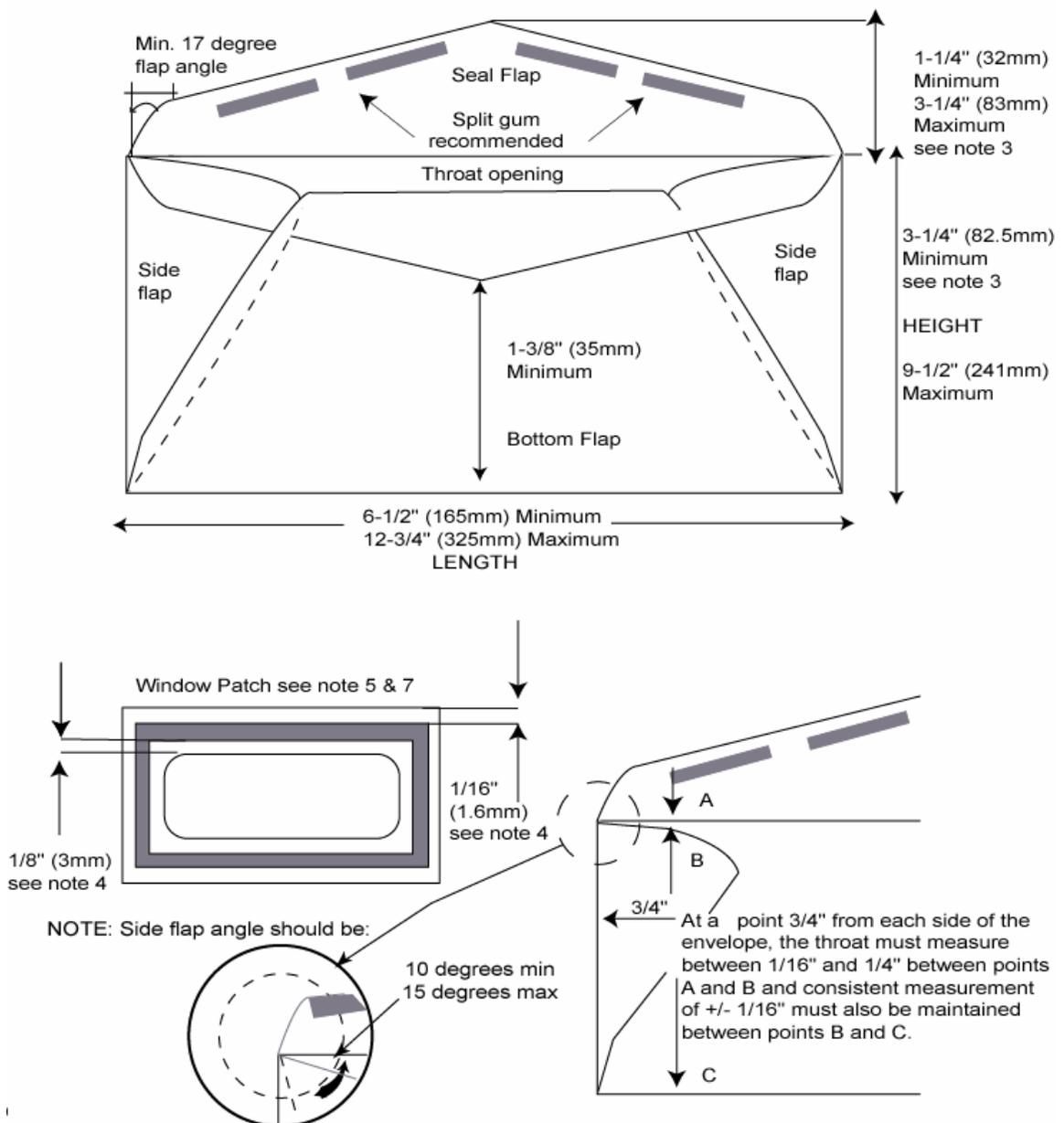
1. Envelope dimensions should not vary more than +/- 1/16" (1.6mm).
2. All seams should be securely bonded to the bottom flap without exhibiting any curl or ripple between the flaps.
3. Open window envelope types can not have any part of the window above the "V" in the back panel of the envelope. In open window envelopes (no patch), the window should be located ¾" (19mm) minimum from either side, top and bottom of the envelope.
4. All window patches should be flat, ripple free and bonded within 1/16" (1.6mm) of the top edge of the patch material and top edge of the window cut out(s). If the window patch area is 1/3 or more of the total area of the envelope's front panel, then the envelope must be tested.
5. In those cases where any part of the side of the patch material is within 1" (25 mm) from any envelope side edge, the following shall apply:

If the top of the patch material falls within 3/8" (9.6mm) of the crease score line, the patch material shall be raised to within 1/16" (3.1mm) or closer to the crease line.

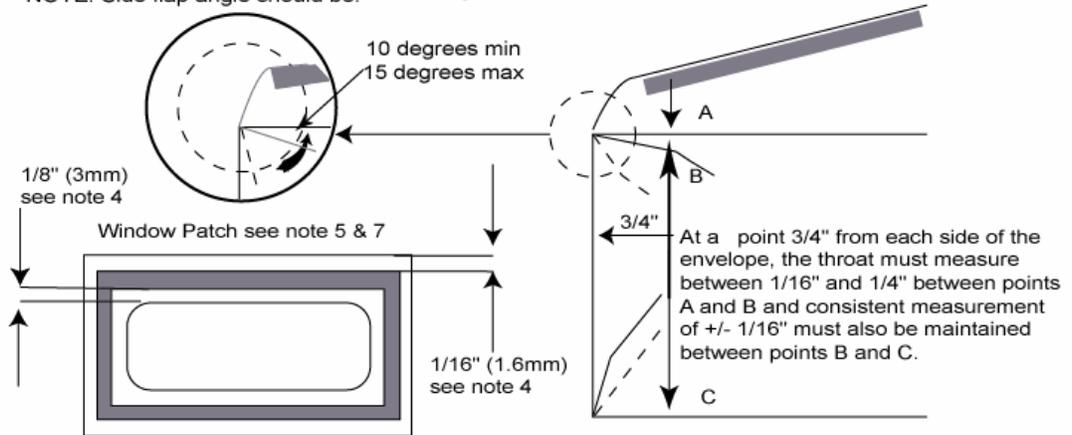
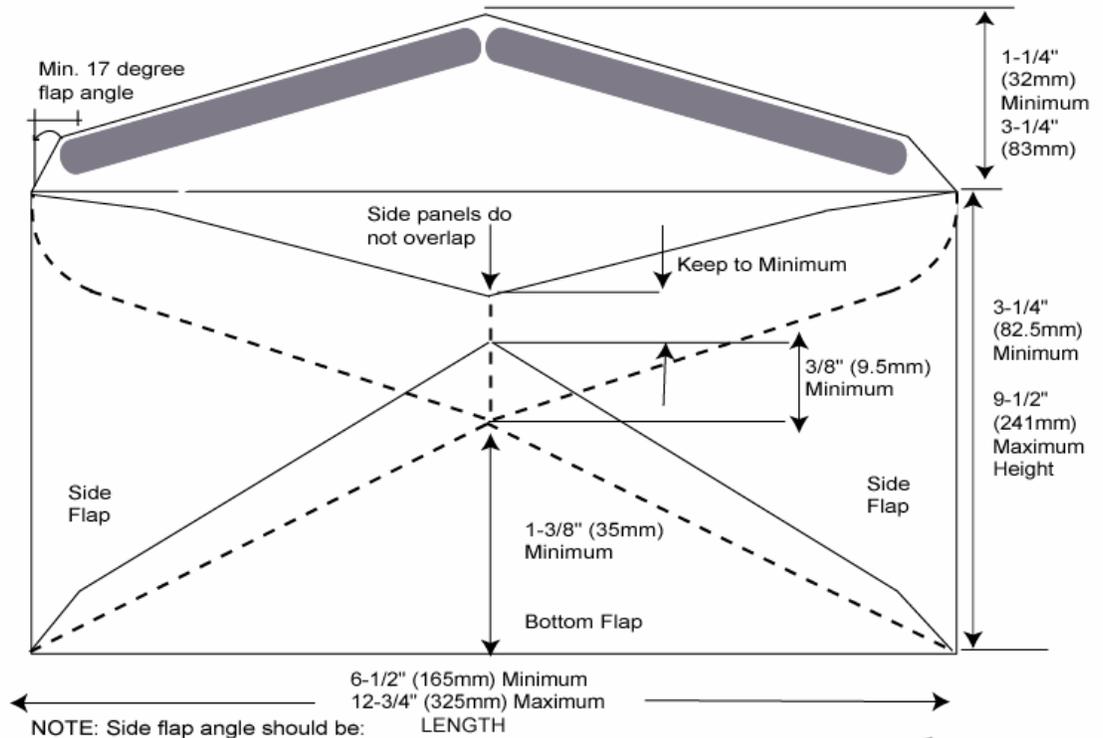
In addition, the throat shall be a maximum of 1/4" (6.4mm) below the crease line at 3/4" (19mm) from the side edges. This is required to prevent the throat openers from tearing the patch.

6. Envelope curl or twist should not exceed 1/4" (6.4mm) when the envelope is placed on a flat surface.
7. Paper stock may range from 20 lbs. (75g/m²) minimum to 28 lbs. (105g/m²) maximum, but 24 lbs. (90g/m²) is suggested.

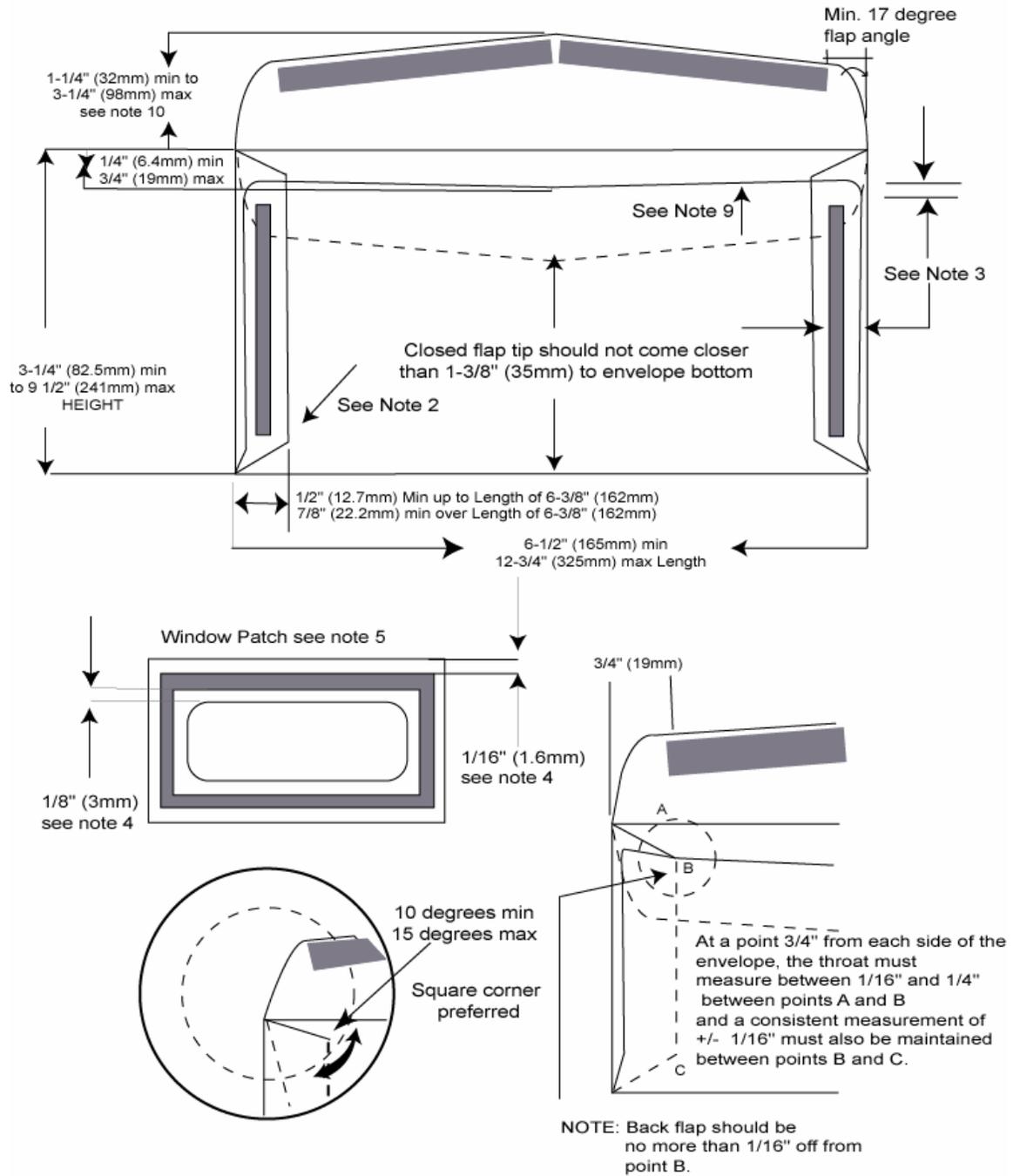
Diagonal Seam Envelopes (6, 7 & 8 Series)



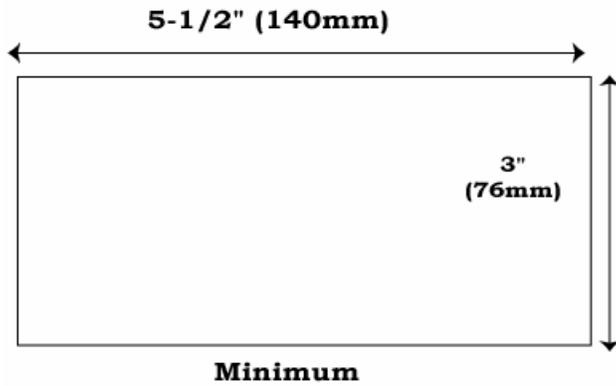
Executive (Monarch Style) Envelopes 6, 7, & 8 Series



Side Seam Envelopes 6, 7, & 8 Series

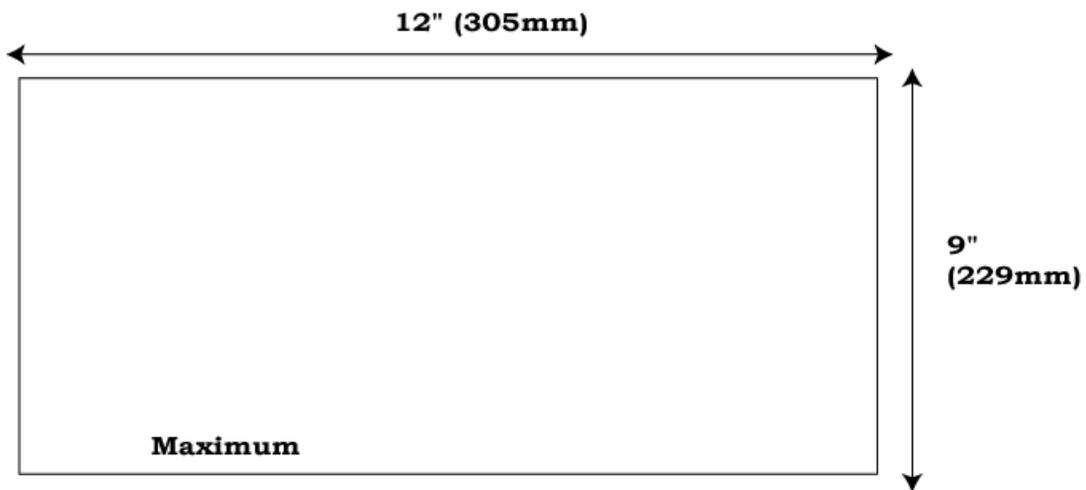


6, 7, and 8 Series Enclosures Specifications



Important

1. Thickness:
Minimum sheet-0.004" (0.1mm)
Maximum sheet-3/16" (4.7mm)
Maximum collation-1/4" (6.3mm)
2. To find the correct envelope width for the enclosures to be run, including end clearances, use the following calculation:
 - Measure the width of the largest enclosure
 - Add the thickness of the entire collation
 - Add 9/16" (14.4mm)
3. To find the correct envelope depth for the enclosures, add 1/8" (3.1mm) to the depth of the deepest enclosure.
4. For the best feeding, material should be as stiff as practical.



NOTE:Enclosures are not drawn to scale

Helpful United States Postal Service Links

USPS Homepage: <http://www.usps.com>

Custom Tailored Seminars - The USPS, in conjunction with the Enterprise Mail Operations Center provides on-site agency specific mail related training. Topics which can be covered include, but are not limited to; mail piece design, addressing for success, mail preparation, state mail issues, etc. These may be developed and scheduled by contacting Michael A. Lombardi, Enterprise Mail Operations Manager at 462-4702.

Customer's Guide to Mailing (26 Pages, .pdf format)
http://www.usps.com/customersguide/_pdf/DMM100.pdf

Addressing Tips - Proper Addressing is the start of effective mail delivery.
<http://www.usps.com/send/preparemailandpackages/labelsandaddressing/usingthecorrectaddress.htm>

Addressing and Packaging your mail
<http://www.usps.com/cpim/ftp/pubs/pub201/yourmail.htm#address>

New Rates and Fees Effective January 8, 2006
http://www.usps.com/ratecase/welcome_print.htm
First Class Rates, Descriptions
<http://www.usps.com/ratecase/first.htm>

All Options for Mailing & Shipping
Everything you want to know about sending your mail.
<http://www.usps.com/send/waystosendmail/senditwithintheus/comparewaystosendwithintheus.htm>

Zip Code Lookup - Address Verifier

If the address is incorrect, this page will tell you, awesome tool.
<http://www.usps.com/zip4/>

Change your address online
<http://www.usps.com/moversguide/>

All Products & Services

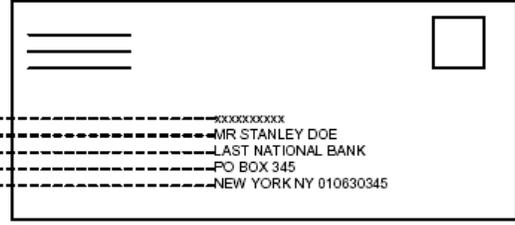
Find the product you are looking for quickly & easily
<http://www.usps.com/all/welcome.htm>

Examples of how NOT to address mail	
<p>1.</p> <p>MR JAMES F JONES 4417 BROOK ST NE WASHINGTON DC 20019-4649</p> <p>CS INC.</p>	<p>2.</p> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;"> <p>MR JAMES F JONES 4417 BROOK ST NE WASHINGTON DC 200</p> </div>
<p>3.</p> <p>MR JAMES F JONES 4417 BROOK ST NE WASHINGTON DC 20019-4649</p>	<p>4.</p> <p>MR JAMES F JONES 4417 BROOK ST NE WASHINGTON DC 20019-4649</p>

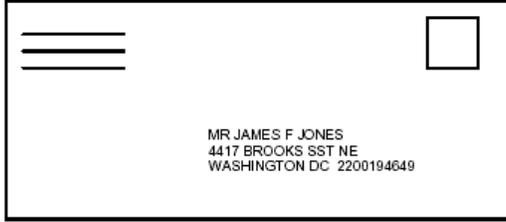
- 1.) There is writing below the City State Zip Code line.
- 2.) The address in the window is drifting to the right, thereby making it impossible for the OCR's to read the address.
- 3.) The characters are touching
- 4.) The address is slanted; thereby making it impossible for the OCR's to read the address.

Sample Addressing Formats

NonAddress Data Line -----XXXXXXXXXXXX
 Information/Attention Line -----MR STANLEY DOE
 Receipt Line -----LAST NATIONAL BANK
 Delivery Address Line -----PO BOX 345
 Last Line -----NEW YORK NY 010630345



Key



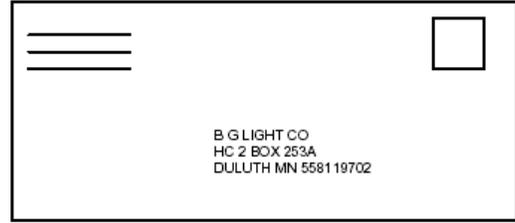
Individual



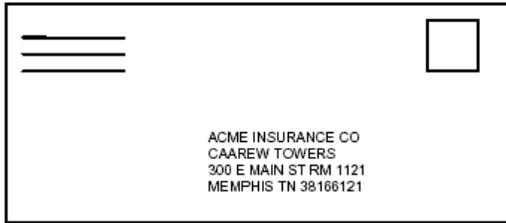
Rural Route



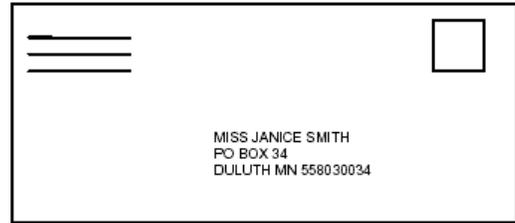
Attention Line



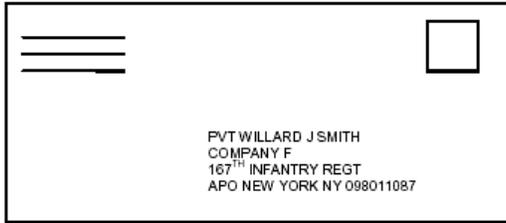
Highway Contract



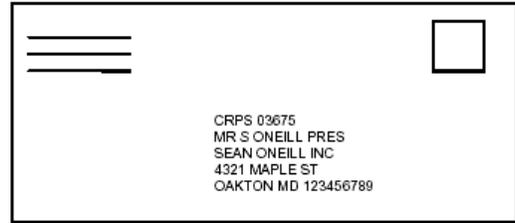
Building



Post Office Box



Military



NonAddress Data

TWO LETTER STATE ABBREVIATIONS					
Alabama	AL	Kentucky	KY	North Dakota	ND
Alaska	AK	Louisiana	LA	Ohio	OH
Arizona	AZ	Maine	ME	Oklahoma	OK
California	CA	Maryland	MD	Oregon	OR
Colorado	CO	Massachusetts	MA	Pennsylvania	PA
Connecticut	CT	Michigan	MI	Rhode Island	RI
Delaware	DE	Minnesota	MN	South Carolina	SC
District of Columbia	DC	Mississippi	MS	South Dakota	SD
Florida	FL	Missouri	MO	Tennessee	TN
Georgia	GA	Montana	MT	Texas	TX
Hawaii	HI	Nebraska	NE	Utah	UT
Idaho	ID	Nevada	NV	Vermont	VT
Illinois	IL	New Hampshire	NH	Virginia	VA
Indiana	IN	New Jersey	NJ	Washington	WA
Iowa	IA	New Mexico	NM	West Virginia	WV
Kansas	KS	New York	NY	Wisconsin	WI
Arkansas	AR	North Carolina	NC	Wyoming	WY

DIRECTIONAL ABBREVIATIONS		SECONDARY ADDRESS INDICATORS	
North	N	Apartment	APT
East	E	Building	BLDG
South	S	Floor	FL
West	W	Suite	STE
Northeast	NE	Room	RM
Southeast	SE	Department	DEPT
Northwest	NW		
Southwest	SW		

STREET SUFFIX ABBREVIATIONS							
Alley	ALY	Falls	FLS	Manor	MNR	Station	STA
Annex	ANX	Field	FLD	Meadows	MDWS	Summit	SMT
Avenue	AVE	Fort	FT	Mission	MSN	Terrace	TER
Boulevard	BLVD	Gardens	GDNS	Mount	MT	Trailer	TRLR
Bridge	BERG	Grove	GRV	Mountain	MTN	Tunnel	TUNL
Canyon	CYN	Harbor	HBR	Orchard	ORCH	Union	UN
Cape	CPE	Haven	HVN	Parkway	PKY	Valley	VLY
Center	CTR	Heights	HTS	Place	PL	Viaduct	VIA
Circle	CIR	Highway	HWY	Plaza	PLZ	View	VW
Corner	COR	Hill	HL	Point	PT	Village	VLG
Course	CRSE	Island	IS	Rapids	RPDS	Ville	VL
Court	CT	Junction	JCT	River	RIV	Vista	VIS
Dove	CV	Lake	LK	Road	RD	Walk	WALK
Drive	DR	Landing	LNDG	Spring	SPG	Way	WAY
Estates	EST	Lane	LN	Square	SQ	Wells	WLS

APPLICATION FOR ENTERPRISE MAIL OPERATIONS ACCOUNT NUMBER

(Billing is taken care of via an electronic A-12-T transfer of funds with paper backup)

Account Name: _____ Central Mail Account # : _____

State Account Number: _____ - _____

Department: _____ Office : _____

Address: _____ Floor/Room # : _____

City: _____ State : R.I. Zip Code : _____ - _____

Contact Name: _____ Supervisor Name : _____

Title: _____ Title : _____

Phone #: _____ - _____ ext. _____ Phone # : _____ - _____ ext. _____

Fax #: _____ - _____ Fax # : _____ - _____

E-Mail Address: _____

Internet Address: _____

Postage Meters: _____

Mailing Machines: _____

Do you use mailing vendors? Yes No

If yes, what do they do?

Why? _____

Signature

Date

***** **EMO Use Only** *****

of processing cards needed : _____ # of pickup areas : _____

How mail will be delivered to Enterprise Mail Operations Center: _____

Circle one : New Account Re-Activation De-Activation
Change State Account Number Only Update Information

**Fax # 462-4720 or send via Inter-Departmental Mail to:
Roxanne Oliver, Mail Support Specialist, Enterprise Mail Operations, 1670
Hartford Avenue, Johnston**

Request for Supplies from Enterprise Mail Operations Center

Enterprise Mail Operations Account # : _____ Account Name : _____

State Account Number : _____ - _____

Contact Person : _____

Address : _____ Floor : _____ Room : _____

Office : _____ Telephone # : _____

Place an X next to the supply/supplies that you are requesting.

S u p p l y

_____ 1 P.O. Box Application and the servicing of the P.O. Box

_____ 10 Overnight Mail Forms (FedEx Airbills)

_____ 5 Airbill Pouches

_____ 10 Overnight Mail Envelopes (FedEx)

_____ 10 Overnight Mail Packs (circle one) (FedEx)

12 1/4 x 15 1/2 12 1/4 x 3 12 1/4x6 tube

_____ 2 Express Mail Forms (USPS for PO Box addresses)

_____ 10 Priority Mail Labels

_____ 10 Priority Mail Envelopes

_____ 10 Priority Mail Packs (circle one)

(small video boxes 8 5/8" by 5 3/8" by 1 5/8", large video boxes 9 1/4" by 6 1/4" by 2", 6" by 38" tube, shirt size box 11 1/4" by 14" by 2 1/4", large box 12 1/4" by 15 1/2" by 3")

_____ 1 Firm Mail book (To log Certified and Registered Mail)

_____ 20 Certified and Registered Labels and Forms

_____ 5 Return Receipts

_____ 10 Account Charge back Cards (From Central Messenger Service)

_____ 20 Inter-Departmental/Inter-Office Envelopes

(From Central Messenger Service)

_____ 100 U.S. Postage First Class Stamps

_____ Any other service or product U.S. Post Office has available

What is it ? _____ Quantity requested _____

Signature

Date

Fax # 462-4720 or send via Inter-Departmental Mail to: Roxanne Oliver, Mail Support Specialist, EMO, 1670 Hartford Avenue, Johnston also available online at <http://www.DoIT.ri.gov/services/mail/supplies.php>

Enterprise Mail Operations Job Ticket for any Off-Line Processing

Initial Prove Count: _____ (If available please attach a sample of the final product)

Today's Date: ____ - ____ - ____ **Anticipated Mail Date:** ____ - ____ - ____

Contact Information

Please Stamp Job In Upon Arrival

Name: _____

Department: _____

Address: _____

Telephone #: _____

Fax #: _____

Email: _____

Account #: _____

Description: _____

Special Instructions:

Class ID	Class Name/Service	Operator Name	Start Time	End Time	Date	Count	Extra Charge
	Folding						
	Inserting						
	Labeling						
	Tabbing						
	Address Standardization						
	Inkjetting						
	Digital Duplicating						
	Metering/Postaging First Class .326						
	Metering/Postaging STD Class .173						
	Metering/Postaging Non-Profit .091						
	Added Value						
	Stamps given out to agencies						
	Permit Mail processed by Vendor						
	Manual Rendering						

Complete all counts and services performed, and give to Production Control when finished with the job.
 Any piece count discrepancies report to your supervisor and contact person above immediately.

Production Control

Prove Count: _____

Amount: _____

Savings: _____

All Components Received: Yes / No

Class Change: _____

Approval from: _____

Additional Services Needed? _____

Non-Machinable: _____

Non-Automated: _____

Reflectance tested: _____ Approved _____

Extras - Inventory - Return - Destroy

Please Stamp Job Out Upon Completion

Check Reconciliation

Enterprise Operation Center **(222-2269)**

Check Type _____
 Check Date _____
 Starting Check Number _____ Ending Check Number _____
 Check Register Count _____ Check Dollar Amount _____
 Damaged Check #'s _____
 Replacement Check #'s _____
 Printed Name _____ Signature _____
 Date _____ Time _____ Job Name _____

Courier **(222-3819)**

Printed Name _____ Signature _____
 Pickup Date _____ Pickup Time _____

Treasury **(222-8567)**

Check Type _____
 Check Date _____
 Starting Check Number _____ Ending Check Number _____
 Check Register Count _____ Check Dollar Amount _____
 # of Checks Pulled _____ Voucher Number _____
 Printed Name _____ Signature _____
 Date _____ Time _____

Courier **(222-3819)**

Name _____ Signature _____
 Pickup Date _____ Pickup Time _____

Production Control **(222-2418)**

Name _____ Signature _____ Date _____ Time _____
 Prove Count: _____ Amount: _____

Class ID	Class Name/Service	Operator Name	Start Time	End Time	Date	Count	Extra Charge
	Folding						
	Inserting						
	Metering First Class						

Please Stamp Job Out Upon Completion

**Return this form to EMO Production Control
 when completed. 222-2418**

Address Standardization Request Form

Quantity: _____ Date: _____

Class of Mail:

First Standard Non Profit _____ rate _____ Total Postage

Frequency of mailing: _____ wk, mo, yr, 1x

Mail Piece Design: (sample attached) y n

Letter Flat Newsletter Postcard Self-mailer
_____ dimensions _____ thickness _____ weight

Type of Mailer:

Permit Metered _____ Permit Number

Type of Media:

Diskette Zip Email _____ File Type _____ Date Rec'd _____ File Name

Services:

<input type="checkbox"/> Address Correction	<input type="checkbox"/> Duplicate Check	<input type="checkbox"/> Print Labels	<input type="checkbox"/> Error/Dup File
<input type="checkbox"/> Folding	<input type="checkbox"/> Sort/Tie	<input type="checkbox"/> Barcode Sorting	<input type="checkbox"/> Metering
<input type="checkbox"/> Inserting _____ # of Items to be inserted	<input type="checkbox"/> Return File	<input type="checkbox"/> Digital Duplicating	
<input type="checkbox"/> Inkjetting	<input type="checkbox"/> Labeling	<input type="checkbox"/> Tabbing	<input type="checkbox"/> Data Manipulation

Date Sensitive content: Yes No Date: _____

Class of mailing determined: FC SC NP Quantity _____

Extras – Inventory – Return – Destroy

Name: _____

Dept/Agency: _____

Email: _____

Phone: _____

Account #: _____ Mail Dup's Y/N Mail Bad Addr's Y/N

_____ Postage Rate: _____ Total Postage Savings notice: _____

Rhode Island Zip Code List ----- By City

* Denotes multiple Zip Codes within city/town, use the: Zip Code Lookup/Address Verifier from the USPS.

USPS zip code verifier: <http://www.usps.com/zip4/> Type in the address and it will tell you the correct zip code. This page also notifies you of incorrect and bad addresses.

City	Zip Code	City	Zip Code
Adamsville	02801	Manville	02838
Albion	02802	Mapleville	02839
Ashaway	02804	Middletown	02842
Barrington	02806	Narragansett	02882
Block Island	02807	Newport	02840
Bradford	02808	North Kingstown	02852
Bristol	02809	North Providence	*
Carolina	02812	North Scituate	02857
Central Falls	02863	North Smithfield	02896
Charlestown	02813	Oakland	02858
Chepachet	02814	Pascoag	02859
Clayville	02815	Pawtucket	*
Coventry	02816	Peace Dale	02883
Cranston	*	Portsmouth	02871
Cumberland	02864	Providence	*
East Greenwich	02818	Prudence Island	02872
East Providence	*	Richmond	02812
Exeter	02822	Riverside	02915
Fiskeville	02823	Rockville	02873
Foxdale	02824	Rumford	02916
Foster	02825	Saunderstown	02874
Glendale	02826	Shannock	02875
Greene	02827	Slatersville	02876
Greenville	02828	Slocum	02877
Harmony	02829	Smithfield	02917
Harrisville	02830	Tiverton	02878
Hope	02831	Wakefield	02879
Hope Valley	02832	Warren	02885
Hopkinton	02833	Warwick	*
Jamestown	02835	Westerly	02891
Johnston	02919	West Greenwich	02817
Kenyon	02836	West Kingston	02892
Kingston	02881	West Warwick	02893
Lincoln	02865	Wood River Junction	02894
Little Compton	02837	Woonsocket	02895
		Wyoming	02898