

UNIVERSITY OF WASHINGTON, BOTHELL POLICIES AND PROCEDURES MANUAL

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MAILING SERVICES
1.5
REV 11/04
Finance and Administration
425.352.5491

OVERVIEW

All University of Washington, Bothell (UWB) mail is routed through the Shipping & Receiving area located at UW1 090. Incoming mail is sorted by box number and delivered to department office suites. Departments are responsible for providing instruction to their faculty and staff regarding internal mail distribution and collection. Outgoing mail is collected at department suites and appropriately routed to either the United States Postal Service (USPS) or internal campus collection.

Receipt for UWB special delivery, Federal Express, UPS, etc. will also be routed through the Shipping & Receiving area at UW1 090. Individuals are notified when packages are received and must pick up and sign for these materials at the Shipping & Receiving area.

USPS will deliver and receive all UWB mail through the Shipping & Receiving area at UW1 090.

Outgoing mail pick-up generally begins at 11:30am and incoming mail is distributed by 3:30pm.

PROCEDURES

Preparing Mail for Pick-Up

Following are procedures for insuring mail has the proper postage and is charged to the correct budget number:

1. Place a budget number barcode label on outgoing USPS mail or in the appropriate space on the UW mailing label (specific placement requirements are described in the [Budget Number Barcode](#) program.)
2. Separate the mail into the following categories:
 - Campus mail (large quantities should be placed in box number order and banded)
 - Barcode letter-size mail

- Barcode flat-size mail and parcels
 - Barcode International mail
 - Special services mail: Certified, Insured, Registered or Express Mail (accompanied by proper mailing forms available from the [UW Mailing Services website](#))
 - Stamped mail. (Any parcel over 1 lb. must be delivered in person to the Bothell post office)
3. Mailings of ten or more items should be banded in a group so that the addresses all face the same way. Campus mailings of 30 or more pieces should be banded in box number sequence.
 4. Notify Mailing Services 425-352-5491 if multiple, large, or heavy boxes need to be picked up. UW Mailing Services will pick up packages up to 50 pounds in weight. Any package heavier than that should be delivered to UW1 090 using a handcart.

External (non-UW) Mailing Address Formats

Use standard University of Washington, Bothell address format as shown in examples below for both incoming and return USPS addresses.

The following information is **required** for the mailing address:

- USPS requires street address and [zip plus four](#) for direct delivery.
 - UWB requires box number located above the street address for direct delivery.
1. If your department is located in the University of Washington, Bothell Administration and Classroom, Building 1 (UW1), your address is:

Name
University of Washington, Bothell
Box XXXXXX
18115 Campus Way NE
Bothell, WA 98011-8246

2. If your department is located in the University of Washington, Bothell, Building 2 (UW2), your address is:

Name
University of Washington, Bothell
Box XXXXXX
11136 NE 180th St.
Bothell, WA 98011-1713

3. If your department is located in the Physical Plant building (CP1), your address is:

Name
University of Washington, Bothell
Box XXXXXX
11125 NE 180th St.
Bothell, WA 98011-1713

4. If your department is located in the Library/Media Center (LB1), your address is:

Name
University of Washington, Bothell
Box XXXXXX
18225 Campus Way NE
Bothell, WA 98011-8245

5. If your department is located in the Library/Media Center (LB2), your address is:

Name
University of Washington, Bothell
Box XXXXXX
18325 Campus Way NE
Bothell, WA 98011-8205

6. If your department is located in the Library/Media Annex (LBA), your address is:

Name
University of Washington, Bothell
Box XXXXXX
18225 Campus Way NE
Bothell, WA 98011-8245

Internal (UW) Mailing Address Formats

Campus mail address formats for delivery to UW Seattle, UW Tacoma or on-campus must include the person's name, department name, and complete six-digit box number.

Example:

Name
Education Program
Box 358531

Business Reply Envelopes

Business Reply Mail allows departments to provide envelopes, cards, or labels that their correspondents can return without paying postage. When sending out business reply envelopes with mailings, departments **should not** put their complete mailing address in the upper left-hand corner of the envelope. Only an individual's name or department, the UW Box Number, and budget barcode is needed.

USPS requires specific formats for Business Reply Mail. Incorrectly prepared mail can be rejected by USPS. The Business Reply supplies available through University Stores conform to USPS formats. To use these supplies:

- Place your budget number barcode label, department name, and box number in the upper-left corner (see Area A).
- Add other information, such as a logo or message, in Area A.
- All information in Area A may be typewritten, handwritten, or stamped.
- Any information marked outside Area A may cause rejection by USPS.



Expedited Shipping

Following are some general guidelines to consider when shipping something using USPS Express Mail, FedEx, UPS, etc:

1. USPS: Envelope or parcel needs to be taken by sender to the local PO to have it processed for overnight delivery.
2. ALL OTHER CARRIERS: Each department will contact carriers (UPS, FEDEX, etc.) by phone or internet and arrange to have the overnight picked

up from their suite or office.

FORMS

UW Mailing Instructions Form:

http://www.washington.edu/admin/pubserv/mailing/forms/mail_instr.pdf

UW Mailing Preparation Form:

<http://www.washington.edu/admin/pubserv/mailing/forms/mailprep.pdf>

ADDITIONAL INFORMATION

UW Mailing Services:

<http://www.washington.edu/admin/pubserv/mailing/index.html>

Budget Number Barcodes:

<http://www.washington.edu/admin/pubserv/mailing/bnb/mail.bbcodes.html>

USPS Current Postage Rates:

<http://www.usps.com/common/category/postage.htm>

Contact the [UWB Mailroom Coordinator](#) at 425-352-5491 if there are any questions.