Post Office- Information www.usps.com

The proper way to address an envelope in the U.S.:

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| Sievert  9209 NE 37th Pl  Bellevue, WA 98004  C:\Users\Suzanne and Mike\Desktop\po-stamp[1].gif  Mrs. Pauline Hightower  3458 Ridge Rd.  Cincinnati, OH 45678 |

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| **Forever Stamps**  **(currently 55-cents,as of January 2019)**  You can buy a sheet of 20 stamps  Or  a roll of 100 stamps | * You can send a letter anywhere in the U.S. with one Forever Stamp (1 oz.) * Forever Stamps never expire. Even if the price goes up, your old Forever Stamps will still be good to use any year, at any time. * International Forever Stamps are also available |

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| **Basic Pricing for First-Class Mail in the U.S.:**   * Postcards   + Single postcard: **$0.35** * Letters   + First ounce (28 grams) **$0.55**   + Each additional ounce: **$0.15** | **Basic Pricing for First-Class Mail International:**   * Postcards   + Single postcard: **$1.15** * Letters   + First ounce (28 grams) **$1.15**   + Each additional ounce: **prices vary** |

**Priority Mail and Flat Rate for larger envelopes and packages:**

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| Priority Mail (U.S.) | * Delivery in 1, 2, or 3 days * Priced by weight and size |
| *International* Priority Mail | * Up to 70 lbs. (31.75 kg) – delivery in 6-10 business days * Includes free tracking * Priced by weight and size |
| Priority Mail Flat Rate (U.S.) | * One price for as much as you can fit in the provided box   + small box (very small)   + medium box   + large box (it’s actually not very large) |
| *International* Priority Mail Flat Rate | * One price for as much as you can fit in the provided box, within certain weight limits. Price varies depending what country you’re shipping to.   + small box (up to 4 lbs. or 1.81 kg)   + medium box (up to 20 lbs. or 9 kg)   + large box (up to 20 lbs. or 9 kg) |

\*\*Shipping boxes are FREE for U.S. and international Flat Rate shipping

\*\* All international packages will require customs forms

**Other USPS shipping options:**

* First Class International
  + Least expensive for overseas, but weight limit is 4 lbs. (1.81 kg)
* Express Mail
  + Fastest, most expensive option for overnight delivery in the U.S.
* Standard Post
  + Slowest, but cheapest option, travels by truck or ship instead of air
* Media Mail
  + For books and recorded media ONLY

**Other information:**

* If you go on vacation, you can have the post office **HOLD your mail**. Use a yellow form or do it online. (search “USPS Hold Mail”). They will deliver all the mail to you when you return from your vacation.
* If you move, you’ll need to fill out a **Change of Address** form, and the post office will forward your mail to the new address.

**Helpful phrases:**

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| **Things you might say:** | **Things the postal clerk might ask:** |
| * I’d like to mail this package. * How much will it cost to mail this to \_\_\_\_\_? * What’s the cheapest way to send it? * How long will it take to get there? * What’s the fastest way to send it? * I’d like to buy some stamps. | * Anything liquid, breakable, or perishable? * Any explosives or hazardous substances? * Would you like insurance or delivery confirmation? * Need any stamps today? * How’d you like to pay for that? |

Depending on the type of mail, additional services are available for an additional fee:

* **Certificate of Mailing** provides proof of the date a package was mailed.
* **Certified Mail** provides proof of mailing, and a delivery record. Used for serving legal documents and for sending [U.S. Government classified information](http://en.wikipedia.org/wiki/Classified_information_in_the_United_States).
* **Collect on Delivery (C.O.D.)** allows merchants to offer customers an option to pay upon delivery, up to $1000. Includes insurance.
* **USPS Tracking / Delivery Confirmation** provides proof of delivery to sorting facilities, local post office and destination, but no signature is required.
* **Insurance** against loss or damage. Amount of coverage can be specified, up to $5,000.
* **Registered Mail** for highly valuable or irreplaceable items, and [classified information](http://en.wikipedia.org/wiki/Classified_information_in_the_United_States). Registered mail is transported separately from other mail, in locked containers. Tracking is included and insurance up to $25,000 is available.
* **Restricted Delivery** requires delivery to a specific person, not just to a mailbox.
* **Return Receipt** sends signature confirmation back to the sender by postcard or email
* **Signature Confirmation** requires a delivery signature, which is kept on file. The online tracking system displays the first initial and last name of the signatory.
* **Special Handling** is for unusual items, like live animals.

**\*\*** You can use the Click-N-Ship option to print forms and ship from your home: [**www.usps.com**](http://www.usps.com)

**Alternatives to US Postal System are:** FedEx, DHL, UPS shipping companies