

Helpful Holiday Hints

New, Easy, Simple “Customer’s Guide To Mailing”

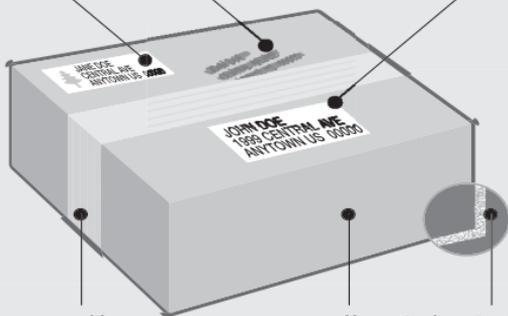
Quick Tips for holiday mailing

Include return address.

Remove or mark out any conflicting address information.

ADDRESS:

- print all, in caps
- eliminate all punctuation
- spell out city name
- abbreviate states
- include apartment numbers
- use abbreviations: AVE (avenue), ST (street), LN (lane), RD (road)
- include & abbreviate directionals: N (north), S (south), E (east), W (west)



Use pressure sensitive or reinforced tape to secure all carton flaps.

Use a sturdy carton large enough for packaging and cushioning.

days mailed ahead of time

7—10

2—3

1

U.S. Postal Service suggested shipping method

Parcel Post

Priority Mail

Express Mail



By Azeez S. Jaffer, Vice President, Public Affairs & Communications, U.S. Postal Service

(NAPSA)—Throughout the holiday season, the ease of mailing packages and obtaining postal supplies will allow consumers to have a first-class experience.

For example, consumers can now purchase stamps wherever they see “Buy Stamps Here” signage, including 17,000 ATMs, and more than 40,000 supermarkets, drug stores and banks.

In addition, the U.S. Postal Service has developed the “Customer’s Guide to Mailing,” which provides clear, concise information on virtually everything consumer customers need to know about mailing. This free guide is available at Post Offices and at www.usps.com/customerguide.

Packaging Tips

To help make sure that gifts arrive on time and intact, the Postal Service offers these tips:

- Select a box that is strong enough to protect the contents.

- Cushion package contents with shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts. Pack tightly to avoid shifting.

- Always use tape that is designed for shipping.

- Do not use wrapping paper, string, masking tape or cellophane tape.

- Put the delivery and return addresses on one side only of the package, but place a return address label inside the package.

- Stuff glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock.

- Remove batteries from toys. Wrap and place them next to the toys in the mailing box.

- Obtain Express Mail and Priority Mail boxes, envelopes and tubes for free from your post office.

Packaging products can be purchased at most post offices. Some locations offer decorative boxes and expander packs that are suitable for mailing gifts. To learn more, visit www.usps.com.