

# Holiday Hints

## Mailing Tips To Avoid Holiday Glitches

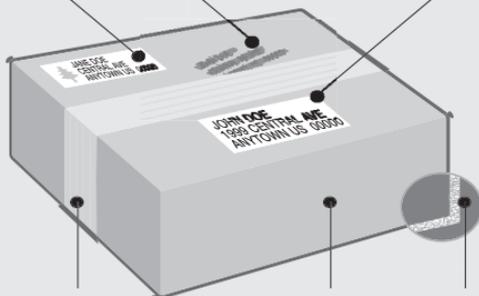
### Quick Tips for holiday mailing

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

U.S. Postal Service suggested shipping method

7-10

Parcel Post

2-3

Priority Mail

1

Express Mail



**Following a few postal pointers can make your holiday mailing a more positive experience.**

(NAPSA)—A “magical” holiday season without many glitches may be easier to achieve than you think.

First, make a list. Then, check it twice. Then, follow these suggestions from the U.S. Postal Service:

- Write, type, or print the delivery address neatly.

- Always use a return address.

- Always use complete address information, such as Ave., Blvd., and St. Use the apartment or suite number as well as correct directionals such as N, W and SW.

- Don't let an incorrect ZIP code delay delivery of cards and letters. You can get zip code information at the post office or on the Postal Service Web site at [www.usps.com](http://www.usps.com). You can also find a postage calculator and a post office locator on the site.

- Select a container strong enough to protect the contents. Leave space for cushioning inside the carton.

- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape or glass-reinforced pressure-sensitive tape. Never wrap parcels with string or twine.

- The only addresses for mailing should be the delivery and return addresses. Remove all previous labels. Place a return address label inside the package in case the package gets damaged, the contents can still be delivered or returned.

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

- Packages that weigh one pound or more must be taken into the post office for mailing.

- Avoid waiting in line to buy holiday stamps by using Stamps by Phone (1-800-STAMP-24), Stamps by Mail, the Postal Store at [www.usps.com](http://www.usps.com) or at participating retail outlets.

- Consider Priority Mail—The price is often similar to Parcel Post and the package will be delivered within two to three days.

- Many post offices are open on Christmas Eve, which means last-minute packages can still make it by Christmas Day to most major metropolitan areas via Express Mail.

Following these holiday hints can help make your holidays more “magical.”