

Volume 8
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logo & nameplate

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Purchasing Services, Telecommunications, Mail Services, Central Receiving and Shipping/Inventory Control, and Copy Center.



Use ATNet for Business Long Distance

Since 9 to 5 is the most expensive time to call, UAH is fortunate to have ATNet service for long-distance business calls originating from campus. When dialing a long distance number from a campus telephone, dial "8" first; the call goes through our phone system to Montgomery where it is routed onto one of the State of Alabama's telephone systems. The State only has a finite number of outgoing lines for this purpose, so if you get a busy signal, try again later. The busiest times for ATNet use are 9:30 – 11:00 am and 1:30 – 3:00 pm. Early in the morning and after 5:00 pm are the easiest times to complete a call.

Taxpayer dollars pay for the ATNet; it is not a free service and is only available for .3(o)-1.Tbea,vic an isN .3(o)-(.3(o)-(N)-)- 3

Preparing Standard (formerly Bulk) Mail

Mail Services will gladly work with any department that has outgoing mail that qualifies as Standard Mail. Standard Mail is mail of like item pieces (all pieces the same size and weight) pre-labeled as third class mail or imprinted with the UAH non-profit Organization stamp. There must be a minimum of 200 pieces or 50 pounds of mail to qualify as standard mail. The sender must presort and bundle by zip code all standard mail before Mail Services can collect it or accept delivery. Each bundle must include the appropriate classification sticker, the departmental account number used to pay the shipping charge, and a total count of pieces to be mailed. Mail Services will provide bundling material and classification stickers on request. If you have any questions about Standard Mail or any other service we provide, please contact us.

Assistance Available for Standard Mail

Due to the rigid enforcement of Standard Mail rules and guidelines, we strongly encourage users to coordinate with Mail Services and University Relations during the planning and preparation phases of a mailing. Specific format requirements for "Non-Profit Organization" Permit Imprint Indicia and UAH "logo" are administered through University Relations.

Postage Rates Increased June 30

The new First-Class Mail rate of \$0.37 (for 1-ounce) went into effect on June 30. The single post-card rate increased from \$0.21 to \$0.23. The additional ounce rate for single-piece, First-Class items will remain at \$0.23 (see Table 1).

Table 1, Single-Piece and Presorted

Weight Not Over (ounces) Letters, Flats, and Parcels	Single-Piece
1	\$0.370
2	\$0.600
3	\$0.830
4	\$1.060
5	\$1.290
6	\$1.520
7	\$1.750
8	\$1.980
9	\$2.210
10	\$2.440
11	\$2.670
12	\$2.900
13	\$3.130
Post Cards	\$0.230

Priority Mail Pricing

The rate for the flat-rate envelope is now \$3.85. The 1-pound rate increased from \$3.50 to \$3.85 and remains unzoned. The rate for the flat-rate envelope decreased from \$3.95 to \$3.85. The size of the envelope remains the same.

Other Services Increased

Certified Mail (DMM S912): The Certified Mail fee increased from \$2.10 to \$2.30.

Return Receipt (DMM S915): The fee for regular return receipt service increased from \$1.50 to \$1.75.

Delivery Confirmation (DMM S918): The rate increased from \$0.40 to \$0.45. Signature confirmation went up from \$1.45 to \$1.80.

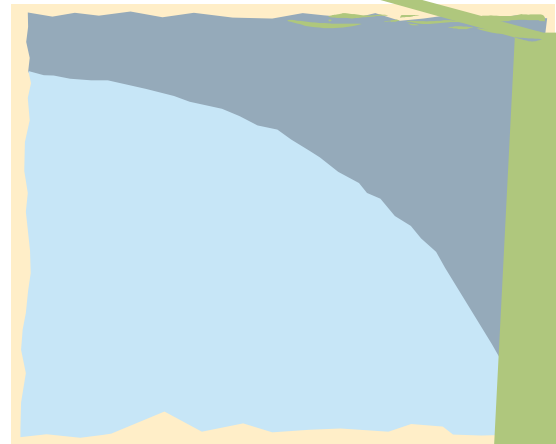
Insurance: Insurance service for items with a value of \$50.00 to \$100.00 increased from \$2.00 to \$2.20.

Express Mail Insurance: Overnight insurance for items up to 8 oz. increased from \$12.45 to \$13.65. The amount of insurance coverage included with Express Mail decreased from \$500 to \$100. Incremental fees for merchandise insurance coverage over \$100 are \$1 per \$100.

Registered Mail (DMM S911): All Registered Mail fees have increased. The fee for registered Mail service with no declared value increased from \$7.25 to \$7.50. The fee for a Registered Mail item valued between \$0.01 and \$100 increased from \$7.50 to \$8.00.

Did international rates also increase?

No. International rates are determined separately from domestic rates and will not increase until January 2003.



Welcome New Staff Members

Two new members have joined our family: