

## 0310.07 Mailing Services

Issued: January 6, 1997  
Revised: February 29, 2012

### PURPOSE

---

To describe how to obtain appropriate mailing services to meet business needs.

### APPLICATION

---

Executive Branch Departments and Sub-units, the Judicial and Legislative branches of state government.

### CONTACT AGENCY

---

Department of Technology, Management and Budget (DTMB)  
Office of Support Services (OSS)  
Logistics & Operations Support (LOS)  
Mail & Delivery Services  
7461 Crowner Drive  
Lansing, MI 48913

Telephone: 517-322-1897

Fax: 517-322-5971

### SUMMARY

---

Mail & Delivery Services offers a wide variety of centralized mailing services for outgoing USPS mail to state government, local units of government, public schools, and public colleges and universities. These services include mail preparation and mail finishing.

### APPLICABLE FORMS

---

DTMB-0530 Requisition for Service

### PROCEDURES

---

#### General Information

---

- Agencies must obtain services from DTMB Mail & Delivery Services before utilizing outside contractors.
- Proper preparation of all types of mail results in more efficient mail processing, faster delivery and additional postage savings for U.S. mail. Specific regulations and guidelines detail what can be sent through Interdepartmental (ID) mail, U.S. mail, parcel services, and overnight services. To obtain the most recent regulations, mailing requirements and guidelines, visit the Mail & Delivery Services Internet site.

- For specific procedures and instructions regarding ID mail, see Administrative Guide Procedure 0310.02 Use of Interdepartmental Mail.
- Contact a Mail & Delivery consultant for additional assistance.

## **Agency**

---

- Requests consulting services at the start of any project which will result in mailing and when redesigning any forms, letters or printed materials that will need to be mailed. With continuous changes in regulations and equipment capabilities, this consulting can result in significant postal savings.
- To obtain mail preparation services, completes a Requisition for Mailing Services (DTMB-0530), which is available electronically on the DTMB Mail & Delivery Services Intranet site, and submits it to Mail & Delivery Services.
- Prepares outgoing U.S. mail according to the guidelines available on the Mail & Delivery Services Intranet site.
- Prepares outgoing U.S. mail that has already been metered and is being submitted for presorting only according to the guidelines available on the Mail & Delivery Services Intranet site. Mailing Services can help ensure conformance to postal regulations.
- Prepares parcels to be shipped via the contracted parcel delivery service vendor according to the guidelines available on the Mail & Delivery Services Intranet site. Parcels can be placed in the ID mail for delivery to and processing by Mailing Services.
- To establish a new permit account, a new Business Reply account or a new box number (caller service), contacts Mail & Delivery Services, which serves as a liaison between state government and the USPS.

## **Mail & Delivery Services**

---

- The Mail Preparation Unit offers a wide variety of services to prepare items for distribution and/or mailing. These include machine-processing functions such as document inserting, bursting, heat and pressure sealing, folding, self-adhesive labeling, tabbing and addressing. The unit also provides address list management services including address formatting, address verification and direct image addressing (ink-jetting) to mail pieces. Mail pieces can range in size from a post card to a small magazine/catalog.
- Manual processing is also available and includes folding, labeling, inserting, packaging and collating. The unit can also sort and bad mail according to USPS regulations. Mail piece size can range from a post card to large boxes.
- The Mail Finishing unit processes outgoing U.S. mail on a daily basis, applying the appropriate postage and prepares parcels for processing by the contracted parcel delivery service vendor. All mail is processing to obtain maximum postal discounts by sorting the mail by zip code groupings.

\*\*\*