State of Michigan
Administrative Guide to State Government

0310.07 Mailing Services

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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)
Print and Mail Management (PMM)
Mailing Services
7461 Crowner Drive
Lansing, MI 48913

Telephone: 517-636-5500

Fax: 517-636-7717

SUMMARY

Mailing 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

PMM Print & Mail Ordering System accessed via MiLogin

REFERENCES

Administrative Guide Procedure 0310.02 Use of Interdepartmental Mail System

PROCEDURES

General Information

- Agencies must obtain services from DTMB Mailing 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 Mailing Services Internet site.
- For specific procedures and instructions regarding ID mail, see Administrative Guide Procedure 0310.02 Use of Interdepartmental Mail System.
- Contact a Mailing 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, submits a Requisition for Mailing Services (DTMB-0530) online at PMM Print & Mail Ordering accessed via MiLogin.
- Prepares outgoing U.S. mail according to the guidelines available on the Mailing Services Intranet site.
- Prepares outgoing U.S. mail that has been metered and is being submitted for presorting only, according to the guidelines available on the Mailing 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 Mailing Services Intranet site. Parcels can be placed in 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 Mailing Services, which serves as a liaison between state government and the USPS.

Mailing 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 bag 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 daily, applying the appropriate postage, and prepares parcels for processing by the contracted parcel delivery service vendor. All mail is processed to obtain maximum postal discounts by sorting the mail by zip code groupings.

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