

Cost Effective Ways Save on Postage

Helpful Hints to help you save money for your Department
Updated July 7 2023

The DPW&T Mail Room staff has prepared a list of their top four (4) helpful hints to help save your department / agency money in postage. Remember, a little saved here...and a little saved there...can become a significant savings over time. We trust you will find this information helpful and if you have any questions about postage pricing or need any assistance with your mailing needs, our mail room staff will be more than happy to assist you.

The Top Four Helpful Hints

✓ **Standard Envelope vs. 8"x11" Flat Envelope:** Depending on the number of sheets in a single mailing, using a flat 8"x 11" envelope could save your department a significant amount of money on postage. Standard-sized envelopes are not always the least expensive way to send mail that includes multiple sheets of paper. In fact, flat envelopes usually cost less. When placing correspondence in a standard envelope to be metered, take into consideration the number of sheets you are mailing. Prices for metered mail can vary between \$0.63 and \$1.38. Based upon 1 to 3.5 oz. while flat envelope pricing only varies between \$1.35 and \$4.23 Based upon 1 to 13 oz. in weight. International letter up to 1oz. \$1.50.

✓ **Certified & Return Receipt Mailings:** Pay only for the type of mailing you really need. An ordinary **Certified Letter** is assigned a tracking number (located at the top of the label), and you can log onto www.USPS.com to track your mailing. "**Certified Mail**" currently costs \$4.35 plus postage and the cost to add a Return Receipt is an additional \$3.55. **Restricted Delivery** is a mailing option that should only be used when you require that the addressee to be the only person authorized to sign for the item. This adds an additional \$11.45.

✓ to the overall cost of the mailing.



✓ **Priority Mail vs Priority Express:** Using this simple tip could result in a huge cost-savings for your department, depending on how mailings have typically been sent out in the past.



Mail carriers can no longer guarantee overnight delivery. Only two-day delivery is guaranteed, and it is referred to as **Priority Express**. **Flat-Rate Priority Express envelopes start at \$28.75**. A simple way to save money, and still get your item(s) delivered within two-days (typically), is to take note of the zip-code you are sending the item to. If the mail is being sent within the 206xx area code, or even the Baltimore/Metro corridor, it is more practical to send it via **Priority Mail Flat Envelope**

(which starts at just \$9.65). **In addition, you can now receive a tracking number and insurance for Priority Mail items at no additional cost.**

✓ **Postage Pricing:** For the most current mailing and shipping rates, log on to www.USPS.com. Keep in mind, the large majority of County Government mail is metered, and therefore it is priced at \$0.63 (three-cent less than stamped mail).

