

# SUU Mail Services & Post Office

GO THUNDERBIRDS!

WWW.SUU.EDU/SS/POSTOFFICE

## Rate Changes Effective as of May 11, 2009

On May 11th the price for a 1 ounce, First Class Mail stamp increased from \$ .42 to \$ .44. Prices for other mailing services such as Standard Mail, Periodicals, Package Services, etc. also changed. The average increase by class of mail is at or below the rate of inflation as measured by the Consumer Price Index.

Prices for USPS Mailing Services will continue to adjust each May. Prices for most USPS Shipping Services, including Express Mail, were adjusted in January and did not change on May 11th.

<b>First Class Mail</b>	<b>Price</b>
Letters— First Ounce	\$ 0.44
Large Envelopes— First Ounce	\$ 0.88
Parcels— First Ounce	\$ 1.22
Additional Ounces	\$ 0.17
Postcard	\$ 0.28

<b>First Class Mail International</b>	<b>Price</b>
Postcards and Letters— First Ounce	
Canada	\$ 0.75
Mexico	\$ 0.79
All other countries	\$ 0.98



<b>Extra Services</b>	<b>Price</b>
Certified Mail	\$ 2.80
Return Receipt	\$ 2.30
Money Orders	
Up to \$ 500	\$ 1.10
\$ 500.01 to \$ 1,000 (Unchanged)	\$ 1.50
Delivery Confirmation	
Priority Mail	\$ 0.70

<b>Extra Services Cont.</b>	<b>Price</b>
Insurance	
Up to \$ 50	\$ 1.75
\$ 50.01 to \$ 100	\$ 2.25
\$ 100.01 to \$ 200	\$ 2.75
\$ 200.01 to \$ 300	\$ 4.70
\$ 300.01 to \$ 5,000	\$ 4.70 plus
	\$ 1.00 for each \$ 100

## WHAT IS THE PROCESS FOR PICKUP AND DELIVERY OF MAIL AT THE SUU POST OFFICE?

Many of the costumers who use the Post Office at Southern Utah University wonder what the process is for picking up and delivering mail on campus. To explain in more detail what takes place throughout the day we would like to share with our costumers what a typical day is like at the SUU post office.

The day at the Post Office starts at 7:30 A.M. when workers take the delivery truck to the Cedar City Post Office located at 333 N. Main Street. On the weekdays the Cedar City Post Office collects between 1 and 1.5 large bins of mail for SUU faculty, staff and students. On Mondays, because of the long weekend they collect between 2 and 2.5 large bins for the SUU campus. This mail is then brought to the SUU post office between 7:45 A.M. and 8:15 A.M. depending on the amount that was collected. Once the mail has arrived the mail is sorted by departments into a large sort case. This process is completed between 9:30 A.M. and 10:00 A.M. Upon sorting all mail received from the Cedar City Post Office the mail is organized into mail routes. This process of delivery is based on predetermined routes and flow from one area to another. The SUU Post Office delivers campus mail to 5 routes. Route 1: The Sharwan Smith Center/Centrum Arena, Route 2: Middle Campus consisting of the Library, ELC Building, Business Building and Administration Building, Route 3: Outer Campus consisting of the Alumni Offices, Shakespeare Building, Physical Education Building, Head Start, Athletics and Facilities Management, Route 4: Upper Campus consisting of the Music Building, South Hall, Science Building, General Classrooms Building, Braithwaite Fine Art Gallery, English Department, Old Main and The Hunter Conference Center, and Route 5: Eccles Housing.

As mail is picked up it is brought to the SUU Post Office for processing. This mail then receives postage and all letter sized mail is systematically run through a bar-coding process to ensure that it is ready for delivery. At 1:00 P.M. all bar-coded letter mail is taken down to the Cedar City Post Office for loading and delivery to points all over the country and beyond.

Letter sized mail received from SUU Departments after 1:00 P.M. will be processed the next day. Flats, packages, and all other classes of mail or any mail taken from the retail window will continue to receive postage and be processed the same day. At 4:00 P.M. all mail is taken to the Cedar City Post Office for distribution..

This completes the process for the SUU post office each day. Hopefully this offered some insight into what happens to your mail when it is placed at the SUU Post Office.

**SUU SOUTHERN UTAH**  
UNIVERSITY

### Hours

8-4 P.M. Monday—Friday

Closed Saturdays and Sundays

May: Closed Memorial Day, Monday May 25th