Preparing Your Mailing

1. **Exclude personal items.** It is against Portland State University’s Code of Ethics and Oregon Revised Statutes to use government property or facilities for private benefit. This means that we may not provide postage to ship personal items. In addition, you may not use Mail Services for receipt and/or delivery of items that are not work-related. For details, see [ORS 244.025 and 244.040](#).

2. **Make your mailing pieces as small and flat as possible.** The US Postal Service has introduced pricing incentives to improve efficiency. The smaller and flatter the item being shipped, as long as it is no smaller than 3-1/2” x 5-1/2”, the less it will cost. For example, when mailing documents weighing up to 3.5 ounces, departments can save up to half the cost per piece by folding the contents for insertion in a 6”x9” envelope instead of putting it in a large manila envelope. Please see our [Shape-Based Pricing](#) page for a more complete discussion of this issue.

3. **Make sure mail pieces are properly addressed.** The following guidelines are provided by the US Postal Service:

**Delivery Address**

The delivery address is the most important information on your mailpiece. Use the following format for your delivery addresses:

- **Name or attention line:** JANE L MILLER
- **Company:** MILLER ASSOCIATES
- **Delivery address:** 1960 W CHELSEA AVE STE 2006
- **City, state, ZIP Code:** ALLENTOWN PA 18104

Automated mail processing machines read addresses on mailpieces from the bottom up and will first look for a city, state, and ZIP Code. Then the machines look for a delivery address. If the machines can’t find either line, then your mailpiece could be delayed or misrouted. Any information below the delivery address line (a logo, a slogan, or an attention line) could confuse the machines and misdirect your mail.

Use the following guidelines:

- Always put the address and the postage on the same side of your mailpiece.
- On a letter, the address should be parallel to the longest side.
- All capital letters.
- No punctuation.
- At least 10-point type.
- One space between city and state.
- Two spaces between state and ZIP Code.
- Simple type fonts.
- Left justified.
- Black ink on white or light paper.
- No reverse type (white printing on a black background).
- If your address appears inside a window, make sure there is at least 1/8-inch clearance around the address. Sometimes parts of the address slip out of view behind the window and mail processing machines can’t read the address.
- If you are using address labels, make sure you don’t cut off any important information. Also make sure your labels are on straight. Mail processing machines have trouble reading crooked or slanted information.

The return address should follow the same format as the delivery address with the addition of the department name and mailcode.

NAME
DEPARTMENT/MAIL CODE
PORTLAND STATE UNIVERSITY
PO BOX 751
PORTLAND OR 97207

Both the return address and recipient address should be parallel to the longest side of the mail piece.

Intercampus mail must have a standard mail code. A directory of departments and mail codes is available on this site.

4. Separate different classes of mail. Please separate intercampus mail from USPS mail, domestic mail from international mail, letters from flats and parcels, sealed from unsealed, stamped from unstamped, etc.

5. Attach a billing card. Each grouping of mail requiring postage must be accompanied with a clearly marked billing card.

5. Orient all mail pieces in the same direction. Please make sure all mail pieces face the same direction with the flaps on the same side.

6. Please notify Mail Services of large or heavy mailings. Most of our routes are conducted on foot with minimal equipment. If you have a large volume of mail or heavy or bulky boxes please notify Mail Services at 5-4922 so that we’ll be adequately prepared to pick up your items. If we do not receive prior notification items may be left for the next scheduled pickup.