

# **MAIL CLASSIFICATIONS**

## **First Class Mail**

Letters, postcards, flats and parcels (less than 13 ounces) are considered First Class and affixed the full postage rate depending on size, shape and weight.

## **Priority Mail**

All first class mail up to 70lbs is eligible for Priority Mail. Priority Mail averages 1 to 3 day delivery but is not guaranteed. All First Class mail exceeding 13 ounces may be considered Priority. There is a flat rate for Priority not weighing more than one pound. Postage is based on weight and destination. \$50 Insurance value is included with most shipments by USPS (restrictions apply) Priority Mail may be also be upgraded to Certified.

## **Express Mail**

Express Mail is the overnight service from USPS. Next day delivery is guaranteed to most destinations in the U.S. and may be tracked on line. Overnight delivery is based on the zone of the destination; we can verify expected delivery date and time. Express Mail is delivered 6 days per week at no additional charge. Express Mail is also available to many foreign countries, delivery times varies by destination. \$100 Insurance value is included with most shipments by USPS (restrictions apply)

## **Parcel Post**

Use Parcel Post when shipping large or heavy packages and transit time is not a concern. Packages up to 70lbs may be shipped Parcel Post. Postage is based on weight and destination.

## **Media Mail**

Media Mail is limited to books, manuscripts, sound recordings and computer readable media. Media Mail is less expensive than Parcel Post. The postage is weight based and transit time is 2-9 days.

## **Library Mail**

Library Mail is a special rate for books, films, educational or cultural materials mailed between educational institutions, libraries, museums and other such institutions. Each piece of Library Mail must be marked "Library Mail" and not exceed 70lbs.