



Special Mailings

Periodically, a department may have a mailing containing dated material, which requires special handling. To insure these mailings receive appropriate attention, the following policy has been established concerning the importance of providing prior notification to Printing and Mail Services.

Departments must contact either Steven Goodman (steveg@csufresno.edu) or Eric Rough (eric@csufresno.edu) by *email only*, at least one (1) working day, or more, in advance of the delivery of a mailing, which requires special handling.

Other policies, which we feel need to be restated, are:

1. Mail received after 3:30 PM will not be processed until the following business day. Mail Services processes approximately 8,500 outbound pieces of mail daily and needs the time to meter and sort the mail before it can be delivered to the United States Postal Service for processing.
2. Often, a better way of producing a large mailing can be suggested by Printing and Mail Services. Automating a mailing is the most efficient way of mailing dated material. Printing and Mail Services can produce the mailing if we receive your database prior to automating.
3. All packages requiring United Parcel Service (UPS) processing must be received by Mail Services no later than 3:00 PM. Any packages that are received after this time will be processed the following business day.

If you have any questions or require additional information, please contact Steve Goodman, Manager, Printing and Mail Services, 278-2740 or Lenora Tapia, Mail Services Supervisor, 278-2941.