

DOING BUSINESS WITH THE UNITED STATES POSTAL SERVICE (USPS) QUICK GUIDE

STEP 1: SELECT A SHIPPING SERVICE

[Determine the pertinent shipping service.](#)

Packages must weigh \leq 70lbs (actual weight not dimensional).

USPS does not provide 24-hour delivery guarantee.

Onsite pickup varies by location.

STEP 2: DETERMINE SHIPPING COSTS

NOTE: Skip STEP 2 if you have a Pitney Ship or PC provider subscription (see STEP 3, OPTION 2 and 3).

Package costs are determined by the distance traveled (zone), weight, service type, and applicable surcharges.

Zone: [Enter first 3-digits of zip code.](#)

Weight: Charged by dimensional weight if parcel is greater than 1 cubic foot. [Section 1.3](#) provides dimensional weight calculations.

Package actual weight (not dimensional) must be \leq 70lbs.

Rates by Service Type: [Determine costs by service type.](#) The zone and weight are needed to determine rates.

Surcharges: Surcharges are provided in the [cost list](#), below the 70lb shipment rate for each service type. There is no fuel, delivery area surcharges or extended delivery area surcharges.

USPS CONTACTS

[Eric Buzza](#), Senior Territory Executive, 608-572-0917

Nature of questions handled: Users looking to setup onsite pickup or questions about services provided.

[Carmen Saffold](#), Business Service Network, 414-287-2539

Nature of questions handled: Service-related questions/concerns for existing orders.

STEP 3: INITIATE SHIPMENT

Order Supplies: You can order USPS shipping supplies [online](#) or by calling 1-800-610-8734.

Print labels (department's discretions to choose option):

- **OPTION 1-** You can print labels through [Click N Ship](#) (registration required), or at your [local post office and USPS self-service kiosk](#). However, retail pricing applies to these options.
- **OPTION 2-** Subscribe to Pitney Ship (using the DOA contract [505ENT-O22-NASPOMAILEQ-01](#)) to receive commercial pricing and print postage via label maker or desktop printers. You may also add your FedEx and UPS account numbers on Pitney Ship to rate shop.

Pricing for the subscription is by tier (1 user is \$15.03 per month, 2-50 users is \$23.78 per month, and unlimited users is \$159.03 per month). Contact [Nathan Stevens](#) with questions, 1-608-405-9451.

- **OPTION 3-** USPS has authorized several PC Postage providers ([refer to PC Postage Description for a list of approved providers](#)) that offer printed postage at commercial pricing to users via label maker or desktop printer. An account is required, and in most cases, monthly fees apply to use this service.

Information on PC Postage eligible shipping services can be found [HERE](#), and other FAQ's can be found [HERE](#).

Ship Package: You may initiate a scheduled pickup through your Pitney Ship or PC provider subscription, or drop off your package for shipment at an [approved location](#).

Eligibility for onsite and scheduled daily pickup varies by location. Please contact Eric Buzza for site eligibility confirmation.

RESOURCES

[Search key words for information](#)

[Domestic Mail Manual](#)

[Live animal shipment qualifications](#)

[Things you can't send via USPS](#)

[Hazardous, restricted, and perishable mail](#)

[Check for shipment delays due to weather, natural disasters, and other uncontrollable events](#)