

## Classifications of United States Postal Service

Parcel Post (SLOW MAIL) is the same thing as 1<sup>st</sup> Class Mail. This service is for parcels < 1 lb. For this service enter "PP\*" in the ship via box. **If you have a flat or suitable item that a customer wants put in a Univair #10 white business envelope, type "1<sup>st</sup> CLS\*" in the ship via box and give to Terri.** Items sent in a business envelope are not insured. Do not ship lumpy or hard items in business envelopes i.e. nuts, carb needles etc. They likely will be squished out the end during metering. Please note: Envelopes that cannot be machine metered will be charged an extra 12¢. This still does not assure safe delivery!

Parcels weighing < 1 lb. are not limited to go exclusively Parcel Post/1<sup>st</sup> Class. These parcels are eligible to be upgraded to Priority Mail Service. Priority Mail usually has a 3 to 4 day delivery, but that is not guaranteed. It is more expensive than Parcel Post/1<sup>st</sup> Class. However, Parcel Post service to many places in the country is 3 to 4 days anyway. It might be worth a question or two to determine if the customer really requires this particular service on parcels of 1 lb. or less. **Parcels over \$50 in value we will insure. On orders over \$200 in value we generally will not use Parcel Post, Priority Mail or Air Parcel Post. We will likely choose to use Express Mail or UPS, preferably UPS. The USPS rarely pays claims on any lost or damaged shipments.**

THE ABOVE SERVICE IS NOT TRACABLE NOR ARE DELIVERY TIMES GUARANTEED!

Priority Mail "PRI" is the next level of service. Items > 1 lb. will go Priority Mail. Priority Mail usually has a 3 to 4 day delivery, but that is not guaranteed. It is more expensive than Parcel Post/1<sup>st</sup> Class. However, Parcel Post service to many places in the country is 3 to 4 days. It might be worth a question or two to determine if the customer really requires this particular service on parcels of 1 lb. or less. **Parcels over \$50 in value we will insure. On orders over \$200 in value we generally will not use Parcel Post, Priority Mail or Air Parcel Post. We will likely choose to use Express Mail or UPS, preferably UPS. The USPS rarely pays claims on any lost or damaged shipments.**

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Air Parcel Post "APP" is an international parcel post service. It is not available domestically. Going to Canada or other countries, it usually takes 1 to 2 weeks. Four weeks is not uncommon. **Parcels over \$50 in value we will insure. On orders over \$200 in value we generally will not use Parcel Post, Priority Mail or Air Parcel Post. We will likely choose to use Express Mail or UPS, preferably UPS. The USPS rarely pays claims on any lost or damaged shipments.**

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Express Mail "EXPRS" is the USPS top of the line service. They will try to get it to the customer as fast as possible. They don't guaranty delivery dates or times. Their domestic rates are generally comparable with UPS service. However, due to recent agreements with UPS, Univair is able to ship internationally with better rates than Express Mail. **Parcels over \$50 in value we will insure. On orders over \$200 in value**

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THE ABOVE SERVICE IS TRACABLE, BUT DELIVERY TIME OF SERVICE IS NOT GUARANTEED!

[USPS Classifications.doc](#)