

## Recommendations for Improved Mail Processing

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When addressing interdepartmental mail, use the correct University post office box. Interdepartmental mail addressed otherwise is considered misdirected mail, which has to be manually processed. This usually adds 2-4 days to the delivery time.

Please review the UF Mail Services User Guide to familiarize yourself with addressing requirements of the United States Postal Service. User Guides can be obtained from UF Mail Services by calling 392-0629.

After familiarizing yourself with United State Postal Service requirements, use appropriate mail hygiene when addressing outgoing mail. Envelope Manager software is available to assist you in managing and maintaining your mail lists.

Be aware of the scheduled pick up and delivery times of UF Mail Services at your location. Process your mail appropriately so that your outgoing mail is picked up promptly.

Call UF Mail Services at 392-0629 if you have a time sensitive piece of mail or special delivery needs. We will work with you in an effort to achieve your delivery schedule.

Weekends present special challenges for processing outgoing mail. Try to avoid Friday mailings if at all possible.

When outgoing mail pieces have to be folded, duplicated, labeled and further processed by your mail service centers, please take this into consideration as you arrange for your delivery needs.

Please date stamp all incoming mail and be sure to call UF Mail Services if you believe there are problems with timely receipt.

Finally, do not hesitate to call UF Mail Services at 392-0629 for your training needs, assistance and answers to all your mail processing questions.

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