

UW-EXTENSION ADMINISTRATIVE POLICY

UW-EXTENSION MAIL SERVICES

The University of Wisconsin - Extension operates two Mail Centers in Madison. The Extension Building Mail Center located at 432 N. Lake St, Rm. 114 and the Bulk Mail Center located at 30 N. Murray St, Rm. 160.

The Extension Building Mail Center is a full service mail center providing a complete range of services to Extension units based in Madison. All postage costs are charged back to user departments. Services include:

- * Pickup and delivery of USPS and campus mail, with twice a day service to Extension Building & Lowell Hall departments and daily truck pickup/delivery to most other Extension occupied buildings.
- * Express Shipping via United Parcel Service, DHL Express and Federal Express.
- * Metering/Posting of all classes of U.S. Mail including certified and registered mail.
- * Business Reply Mail
- * Penalty Mail (See below)
- * Facsimile Mail Services

A Mail Center Services handbook, detailing all services and the procedures to use them, is available. Call Pat Emmons (608-262-3881) or Dan O'Rourke (608-263-3377) if you have any questions or comments.

The Extension Bulk Mail Center is a large volume, fully automated addressing and inserting Mail Center, serving all University of Wisconsin units based in Madison. All postage and labor costs are charged back to user departments. Services include:

- * Zip+4 and address standardization, necessary to qualify for USPS automation discounts.
- * Ink-jet and Cheshire addressing.
- * Machine Inserting.
- * Presorting, Bar-coding & Tabbing.
- * Sorting & Packaging

A Bulk Mail handbook, detailing all services and the procedures to use them, is available. For additional information contact Carla Patterson (608-262-9973) or Dan O'Rourke (608-263-3377)

Penalty Mail: Penalty Mail is used by Cooperative Extension Units only, and is regulated per Chapter IX of the Administration Handbook for Cooperative Extension. Contact Mary Machaj (608-262-6890) for additional information.

Extension units based outside of Madison are generally served by their local administrative unit. Contact your administrative head for additional information.