FY 14
Penn Mail Services Changes: U.S. Mail and Intramural Mail
What is Presort Mail?

• Program is run by United States Postal Services (USPS)
• Presorted mail requires next-day postmark
• Presorted mail is typically delivered as fast as, or faster than, non-presorted mail yet saves postage
• Penn Mail Services will presort mail once it arrives at fulfillment center. No work is required by the School or Center.
Penn Mail Services Expanding Presort Program

• Opportunity to hold flat costs while accelerating mail delivery to final destination

• Schools/Centers opting in for presort mail:
  NO CHANGE to fee, remains at 12%
  Fee has held steady for over 10 years

• Schools/Centers opting out of presort mail:
  Fee increases to 14%

• Evaluating self-generated MAC* forms to lower costs
  – Revised MACs to be distributed with further instructions

• Program will begin in August 2013

* Mail Authorization Card
Large Intramural Mail Program

- Current program charges $.05/piece fee for jobs greater than 2,500 pieces
- Current rate model has been in effect since 2008
- Proposing new fee structure to reflect escalating costs such as labor and fuel
- Encourages use of online communications; promotes sustainable operations
Proposed Program Changes

- Per piece fee for jobs greater than 100 pieces
- Graduated increase over three years for current users:
  - FY14 $0.10  FY15 $0.12  FY16 $0.15
- New users will pay $0.15/piece; jobs over 100 pieces
- Net effect in FY14 is $700 for the program’s largest users
- Lower per piece rate available for large standing orders (minimum 60,000 pieces per year)
Next Steps

- Volunteer to participate in focus group and provide feedback about Intramural Mail Program
- Focus groups will be conducted in June and July
- New fees will be publicized in August
- New program would commence in September 2013
Questions?

Contact mailsrvs@exchange.upenn.edu
Brian Shaw
Director, Business Services
Darren Hagerman
Assistant Director of Mail Services