



**DAYTONA  
STATE COLLEGE**

# **MAIL SERVICES**



# **COPY CENTER**

**A GUIDE TO USING OUR SERVICES**

# Mail Services / Copy Center Guide

This Mail Services / Copy Center guide has been prepared as a source for you to obtain the best available mail, delivery, package and printing services.

It covers topics such as *addressing, enclosures, envelopes, delivery services, recycling* and other information basic to your everyday needs. We hope that this guide will be a useful desk companion for you. It is also available on our websites:

[http://www.daytonastate.edu/bussvcs/cc\\_contact.html](http://www.daytonastate.edu/bussvcs/cc_contact.html) Copy

[http://www.daytonastate.edu/bussvcs/ms\\_contact.html](http://www.daytonastate.edu/bussvcs/ms_contact.html) Mail

The more we know about your needs and concerns, the better we can fulfill them. Whether it is a special service you need, a large mailing coming up or you are sending or receiving something out of the ordinary **please let us know your needs in advance.**

Should you have a specific question regarding "mailing", we urge you to call Mail Services at **x3292**.

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Daytona State College Mail Services department is located in building **700, room 102**. We can be reached @ Dan Werry (Manager) x3775, Vicki Stanley (Supervisor), Simon Gentilhomme and James Keeling @ 3292.

Our services consist of the delivery and processing of campus mail. **If you are looking for an incoming package from a service other than the USPS, Example: Fed Ex, or UPS, please call Central Receiving @ 3461**

### Daily mail / courier delivery schedule:

8:10 AM (M-F): College mail is picked up from the United States Post Office at the Bill France Blvd. location, brought back to building 700, and then sorted.

9:15 – 9:30 AM: Couriers depart with mail and packages for off campus deliveries to Deland, Deltona, New Smyrna, Advanced Technology Center, and Palm Coast.

9:30 -10:00 AM: Mail is delivered to building 100, UCF, Credit Union, and the Library.

11:30 AM – 12:30 PM: Couriers have returned from off campus, all mail is sorted from branch campuses, building 100, UCF, Credit Union, Library, and then pulled for delivery.

1:00 – 1:30 PM: All mail and packages are delivered to the entire main campus.

2:00 – 4:30 PM: Couriers have returned from deliveries, and are sorting and processing mail.

4:30 PM: Courier takes mail (Including USPS, FED EX, and UPS packages) to appropriate drop off locations.

5:00 PM: Closing time.

**DAYTONA STATE COLLEGE / MAIL SERVICES**  
**SHIPPING / MAILING REQUEST FORM**

- MAIL SERVICES Ships your packages via **FedEx**. However, if your package is going to a POST OFFICE BOX (**PO BOX**), it will need to go via UNITED STATES POSTAL SERVICE (**USPS**). If you need to **have proof of delivery or need tracking** info, please specify.
- If a 2<sup>nd</sup> or 3<sup>rd</sup> party is paying the cost of shipping, please include their account number and specify the carrier being used.
- For packages being shipped **OUT OF THE COUNTRY** please list full contents and value, since a Customs Document will be required.
- **A Cost Center Manager signature is required.** Forms without proper signature will be returned, with the package(s), to the requesting department.
- Please include a contact phone number, it is required by Fed Ex. If you do not supply a phone number, your extension will be used.
- For further assistance please call Mail Services at x3292.

<b>SHIP TO:</b>	<b>FROM (EMPLOYEE/DEPT):</b>
	<b>EXTENSION:</b>
	<b>COST CENTER #</b>
	<b>RETURN AUTHORIZATION #</b>
	<b>BILL RECIPIENT:</b>
<b>PHONE # ( ) _____</b>	<b><u>RECIPIENT ACCOUNT #</u></b>

QTY.	DBCC ID#	SERIAL #	DESCRIPTION	VALUE
<b>Contents Of Package &amp; Special Instructions:</b>				
<b>Type of Delivery Requested (CIRCLE ONE)</b>				
<b>GROUND / 2<sup>ND</sup> DAY / NEXT DAY / NEXT DAY A.M. / SATURDAY</b>				
<b>Would You Like Your Tracking Number E-mailed To You?</b>				
<b>E-MAIL ADDRESS: _____</b>				

\_\_\_\_\_  
 COST CENTER MANAGER  
 (Please Print)

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE



**Are you moving your office? Are you changing departments? Are you going to be working at a different campus?**

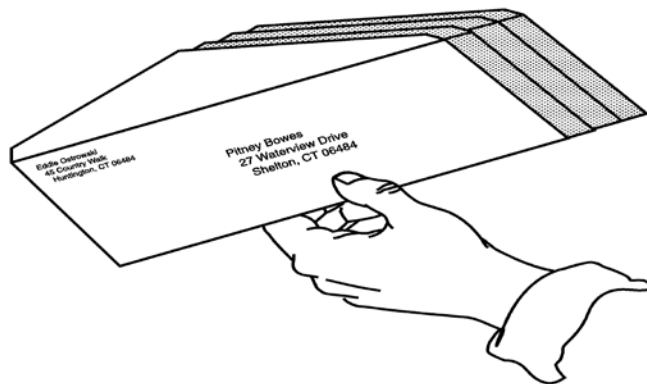
**PLEASE !!!!!**

**Let us know so that we can serve you better.**

Call Vicki Stanley @ x3292 or e-mail at [stanlev@daytonastate.edu](mailto:stanlev@daytonastate.edu) or Dan Werry @ x3775 [werryd@daytonastate.edu](mailto:werryd@daytonastate.edu)

We can seal your envelopes!

Just make sure that you leave them open and nested (see image below) then secure them with a rubber band. Include your cost center number on the top piece of mail.



**\*If your envelope has a metal clasp, please place a piece of tape over clasp so that it does not jam / damage our equipment.**

## **ADDRESSING FOR SUCCESS**

- **Specific Format**

The following is recommended in the sequence and position indicated for addressing to insure efficient handling and delivery by the U S Postal Service.

### ***DOMESTIC ADDRESS FORMAT***

Daytona State College  
PO Box 2811  
Daytona Beach FL 32120-2811

MAUREEN ORNSTEIN  
ABC CO  
54 SOUTH PEARL ST  
NORTHEAST PA 16428-1288

### ***INTERNATIONAL ADDRESS FORMAT***

Daytona State College  
PO Box 2811  
Daytona Beach FL 32120-2811

PAR AVION

MARY JONES  
STATION 321  
OTTAWA ONTARIO K1A 0B1  
CANADA

*You will get the best possible service if you:*

- CAPITALIZE EVERYTHING IN THE ADDRESS**
- Use 2 letter state abbreviations*
- Eliminate all punctuation (except the hyphen between ZIP Code and plus four)*
- Use common abbreviations*
- Use ZIP + 4 Codes*

Make sure the place where you want the mail delivered appears on the line immediately above the city, state and ZIP code line; i.e.,

123 W MAIN ST STE 400 or P O BOX 125

If both the street address and the P O Box are on the same line, the mail piece will be delivered to the P O Box.

- ***Address Placement***

- Envelopes

- Placement of the address on the face of an envelope should conform to USPS specifications. **See page**

## **ADDRESSING 'BEST PRACTICES' AND FORMAT**

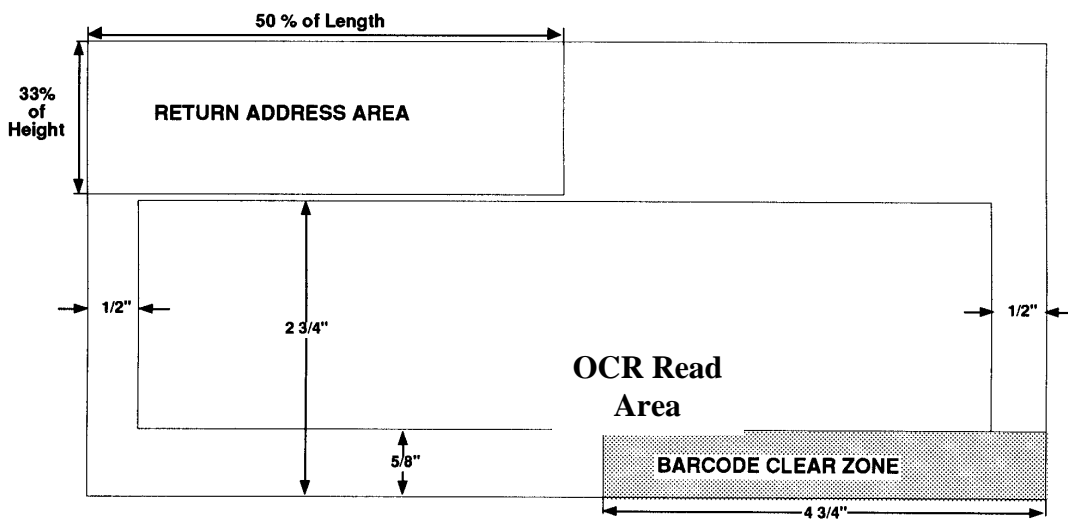
- *Type or machine-print all address information.*
- *Make sure print is clear and sharp.*
- *Ensure address characters don't touch or overlap.*
- *Black ink on a white background is best.*
- *Maintain a uniform left margin.*
- *Use upper-case letters*
- *Omit all punctuation*
- *Include floor, suite and apartment numbers whenever possible.*
- *Put the city, state and ZIP Code or ZIP + 4 code in that order on the last line. If there's not enough room, you can put the ZIP Code or ZIP + 4 code alone on the bottom line.*
- *Use standard two-letter state abbreviations.*
- ***When using window envelopes, make sure the complete address is always visible, even when the insert moves.***
- *Leave one or two spaces between words and between the state abbreviation and ZIP Code or ZIP + 4 code.*

*Zip Codes are very important in the mail delivery process! If you are unsure of a Zip Code, Please visit:*

<http://zip4.usps.com/zip4/welcome.jsp>

# The Optical Character Reader

Sample of what the OCR reader “sees”



1. **The Address Area.** The complete address should be located within the OCR read area (no return address information). Extraneous (non-address) printing or markings should appear as high on the mail piece and as far away from the address as possible.

2. **Barcode Read Area.** Please make sure that this area remains clear of all printing. It's reserved for the bar code that will be printed by the Optical Character Reader (OCR).

## STANDARD ADDRESS ABBREVIATIONS

### *TWO-LETTER STATE AND POSSESSION*

Alabama	AL	Kentucky	KY	Oklahoma	OK
Alaska	AK	Louisiana	LA	Oregon	OR
Arizona	AZ	Maine	ME	Palau	PW
Arkansas	AR	Marshall Islands	MH	Pennsylvania	PA
American Samoa	AS	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Colorado	CO	Michigan	MI	South Carolina	SC
Connecticut	CT	Minnesota	MN	South Dakota	SD
Delaware	DE	Mississippi	MS	Tennessee	TN
District of Columbia	DC	Missouri	MO	Texas	TX
Federal States of		Montana	MT	Utah	UT
Micronesia	FM	Nebraska	NE	Vermont	VT
Florida	FL	Nevada	NV	Virginia	VA
Georgia	GA	New Hampshire	NH	Virgin Islands	VI
Guam	GU	New Jersey	NJ	Washington	WA
Hawaii	HI	New Mexico	NM	West Virginia	WV
Idaho	ID	New York	NY	Wisconsin	WI
Illinois	IL	North Carolina	NC	Wyoming	WY
Indiana	IN	North Dakota	ND		
Iowa	IA	Northern Mariana Is.	MP		
Kansas	KS	Ohio	OH		
<b>DIRECTIONAL ABBREVIATIONS</b>			<b>SECONDARY ADDRESS UNIT INDICATORS</b>		
North	N	Apartment	APT		
East	E	Building	BLDG		
South	S	Floor	FL		
West	W	Suite	STE		
Northeast	NE	Room	RM		
Southeast	SE	Department	DEPT		
Southwest	SW				
Northwest	NW				

**STANDARD ADDRESS ABBREVIATIONS  
STREET DESIGNATORS (STREET SUFFIXES)**

Alley	<b>ALY</b>	Fall	<b>FALL</b>	Locks	<b>LCKS</b>	Rue	<b>RUE</b>
Annex	<b>ANX</b>	Falls	<b>FLS</b>	Lodge	<b>LDG</b>	Run	<b>RUN</b>
Arcade	<b>ARC</b>	Ferry	<b>FRY</b>	Loop	<b>LOOP</b>	Shoal	<b>SHL</b>
Avenue	<b>AVE</b>	Field	<b>FLD</b>	Mall	<b>MALL</b>	Shoals	<b>SHLS</b>
Bayou	<b>BYU</b>	Fields	<b>FLDS</b>	Manor	<b>MNR</b>	Shore	<b>SHR</b>
Beach	<b>BCH</b>	Flats	<b>FLT</b>	Meadows	<b>MDWS</b>	Shores	<b>SHRS</b>
Bend	<b>BND</b>	Ford	<b>FOR</b>	Mews	<b>MEWS</b>	Spring	<b>SPG</b>
Bluff	<b>BLF</b>	Forest	<b>FRST</b>	Mill	<b>ML</b>	Springs	<b>SPGS</b>
Bottom	<b>BTM</b>	Forge	<b>FGR</b>	Mills	<b>MLS</b>	Spur	<b>SPUR</b>
Boulevard	<b>BLVD</b>	Fork	<b>FRK</b>	Mission	<b>MSN</b>	Square	<b>SQ</b>
Branch	<b>BR</b>	Forks	<b>FRKS</b>	Motorwa	<b>MTW</b>	Station	<b>STA</b>
				y	<b>Y</b>		
Bridge	<b>BRG</b>	Fort	<b>FT</b>	Mount	<b>MT</b>	Stravenue	<b>STRA</b>
Brook	<b>BRK</b>	Freeway	<b>FWY</b>	Mountain	<b>MTN</b>	Stream	<b>STRM</b>
Burg	<b>BG</b>	Gardens	<b>GDNS</b>	Neck	<b>NCK</b>	Street	<b>ST</b>
Bypass	<b>BYP</b>	Gateway	<b>GTW</b>	Orchard	<b>ORCH</b>	Summitt	<b>SMT</b>
			<b>Y</b>				
Camp	<b>CP</b>	Glen	<b>GLN</b>	Oval	<b>OVAL</b>	Terrace	<b>TER</b>
Canyon	<b>CYN</b>	Green	<b>GN</b>	Park	<b>PARK</b>	Trace	<b>TRCE</b>
Cape	<b>CPE</b>	Grove	<b>GRV</b>	Parkway	<b>PKWY</b>	Track	<b>TRAK</b>
Causeway	<b>CSWY</b>	Harbor	<b>HBR</b>	Pass	<b>PASS</b>	Trail	<b>TRL</b>
Center	<b>CTR</b>	Haven	<b>HVN</b>	Passage	<b>PSGE</b>	Trailer	<b>TRLR</b>
Circle	<b>CIR</b>	Heights	<b>HTS</b>	Path	<b>PATH</b>	Tunnel	<b>TUNL</b>
Cliffs	<b>CLFS</b>	Highway	<b>HWY</b>	Pike	<b>PIKE</b>	Turnpike	<b>TPKE</b>
Club	<b>CLB</b>	Hill	<b>HL</b>	Pines	<b>PNES</b>	Underpass	<b>UPAS</b>
Corner	<b>COR</b>	Hills	<b>HLS</b>	Place	<b>PL</b>	Union	<b>UN</b>
Corners	<b>CORS</b>	Hollow	<b>HOL</b>	Plain	<b>PLN</b>	Valley	<b>VLY</b>
			<b>W</b>				
Course	<b>CRSE</b>	Inlet	<b>INLT</b>	Plains	<b>PLNS</b>	Viaduct	<b>VIA</b>
Court	<b>CT</b>	Island	<b>IS</b>	Plaza	<b>PLZ</b>	View	<b>VW</b>
Courts	<b>CTS</b>	Islands	<b>ISS</b>	Point	<b>PT</b>	Village	<b>VLG</b>
Cove	<b>CV</b>	Isle	<b>ISLE</b>	Port	<b>PRT</b>	Ville	<b>VL</b>
Creek	<b>CRK</b>	Junction	<b>JCT</b>	Prairie	<b>PR</b>	Vista	<b>VIS</b>
Crescent	<b>CRES</b>	Key	<b>CY</b>	Radial	<b>RADL</b>	Walk	<b>WALK</b>
Crossing	<b>XING</b>	Knolls	<b>KNLS</b>	Ranch	<b>RNCH</b>	Wall	<b>WAY</b>
Dale	<b>DL</b>	Lake	<b>LK</b>	Rapids	<b>RPDS</b>	Way	<b>WAY</b>
Dam	<b>DM</b>	Lakes	<b>LKS</b>	Rest	<b>RST</b>	Wells	<b>WLS</b>
Divide	<b>DV</b>	Land	<b>LAND</b>	Ridge	<b>RDG</b>		
Drive	<b>DR</b>	Landing	<b>LND</b>	River	<b>RIV</b>		
			<b>G</b>				
Estates	<b>EST</b>	Lane	<b>LN</b>	Road	<b>RD</b>		
Expressway	<b>EXPY</b>	Light	<b>LGT</b>	Route	<b>RTE</b>		
Extension	<b>EXT</b>	Loaf	<b>LF</b>	Row	<b>ROW</b>		

***Certified Mail** - provides you with a mailing receipt and a record of delivery is maintained at the recipient's post office for years. A return receipt provides you with proof of delivery and can be obtained for an additional fee. Certified mail service is available only for First-Class Mail. No insurance coverage is provided. International Mail cannot be sent certified.*

## **CERTIFIED MAIL INSTRUCTIONS:**

Mail services are now using electronic (E-Certified). This feature not only saves the college money, but is also more convenient for you. Simply attach the supplied green label to the letter that you want to send certified to alert us that you are requesting this service.

**\*If you need proof of signature**, call Mail Services and we can obtain and print proof of delivery via the USPS website. Feel free to call us with any concerns.

- ***Outgoing Personal Mail***

Outgoing personal mail is handled along with company mail. You may deposit your personal mail in an OUT basket located in your department or area.

Outgoing personal mail must be **sealed** and have the **proper postage affixed** prior to depositing in the Mail System. For your convenience, a stamp machine is located in the employee lounge. Our personnel will be glad to help you determine the proper amount of postage.

Personal mail will be delivered to the U S Postal Service **as received** during our next scheduled trip.

- ***Incoming Personal Mail***

**Please do not have personal mail / packages sent to the college.**

All mail addressed to our physical address is opened automatically by mail services. For this reason and many others you should not receive personal correspondence. All mail addressed to our physical address is the property of our company/agency.

Are you planning on doing a mailing that consists of more than 200 pieces? If so, follow these easy instructions to save the college money on postage:

**MAIL SERVICES GUIDE TO PREPARING A BULK MAIL  
MANUAL SORTATION (NON-AUTOMATED) REQUIREMENTS**

- To take advantage of Bulk Mail Discounts you must have a total of **200** or more pieces.
- Separate the mailing into three categories.
  1. All mail pieces with the first three digits of zip codes **321**. *This is the only category that does not need to be sorted in zip code order.*
  2. All mail pieces with the first three digits of the zip code **327**. All 327's must be sorted in numerical order from lowest to highest.
  3. All other mail pieces must be separated into their own group as well (this includes other states) and they also must be zip code sorted in numerical order from lowest to highest.

Use rubber bands, mail trays, or tubs to separate the groups. Use post it note to label your groups, 321's, 327's, and Other/Mixed. Please call x3292 to order trays or tubs for your convenience.

**Finishing Tips:**

Check to make sure your letter is properly folded in the envelope. If the paper sticks out above the flap where the envelope folds, it will jam/tear in the mail processing machine. We can also process large envelopes (flats) as a bulk mailing.

If you are using a window envelope make sure that the complete address (including the zip code) is visible when you fold your letters. If the letter inside the envelope shifts, and the zip code and address are not visible, the letter could be returned as undeliverable.

This short process could save your department a bundle \$\$!

Example:

**200 First Class letters @ 42¢ = \$ 84.00**

**200 Bulk rate letters @ .118¢ = \$ 23.60**



## Help Daytona State College go Green!

We can make scratch pads from your outdated department forms and stationary. Just send it out with your outgoing campus mail and address it: Copy Center / For Scratch Pads. We can make different sizes, and return them back to you upon request. Feel free to call with questions x3387.

Cartridge Recycling Instructions: When you get a new cartridge, **Save the original packaging that it came in.** Do not throw away the paper work inside of the box, because sometimes the manufacturer includes a pre-paid return label. When the cartridge is empty, place it back in the original box, and **do not** attach return label (The labels need to be placed on a particular area of the box, so we will do it when they are ready for shipment). Also, please do not place empty cartridges in boxes from different manufactures.

Example: Do not put an empty Dell cartridge in a Hewlett Packard Box. For small desktop printers, just place cartridges in and interoffice envelope, and label it: "Recycle". Thanks for helping us go green!

<http://www.daytonastate.edu/green/>

## Copy Center Services & Capabilities

The Copy Center is located on the Daytona Beach campus in **building 700, room 102**. We can be reached at extensions: Dan Werry (Manager) @ 3775, Gloria (Jeannie) Meade (Supervisor) Dan Walker, and Randy Howell @ 3387.

The main service we provide is **Mass Duplicating** of materials (40 reproduced pages minimum) for uses in the classroom, and administrative needs by means of Hard-Copy input or Network Printing. Sorry, but we do not process personal jobs or material that is not related to college support. A variety of papers stocks are offered from light weight paper to heavy card stocks, please refer to the Copy Center requisition for a complete listing.

Printed materials can be picked up by the requestor within the Copy Center, or they can be delivered to the requestor's campus, or department. (See delivery information on form) You may also purchase any of the paper stocks that we carry for use within your department.

**\* It is very important to have the correct cost center number and GL code on your form. Please obtain this number from your department chairperson.**

We also have the capabilities to perform the following finishing tasks to your printed materials:

**Folding** – Jobs of a single page orientation can be folded in four different methods, a Single Fold (folded in half), a Double Fold (folded in half twice), a Letter Fold (standard mailing fold), and a Z Fold (optional mailing fold, accordion style).

**Cutting** – Our shop is equipped with a 25 inch paper cutter. It will cut projects as wide as 25 inches and as small as 1 ¾ inches. Stack height can be up to 2 inches.

**Padding** – Your project can be broken down into sets of 50 or 100 per pad. We first separate the project into groups, and then insert a cardboard backing before applying the padding glue.

**Stapling** - We have a desktop stapler for manual application up to 140 pages. Automatic stapling from the High Speed printer allows for a 70 page maximum.

**Lamination** – Our department is equipped with a 25 inch Laminator. We can apply lamination to your printed materials, posters, and many other classroom materials. In order to get a good seal on the edges material being submitted should not be any larger than 24 inches. The laminating film being used is of a thin gauge.

**Spiral Book Binding** – We now offer plastic spiral book-binding as an off-line method for assembling small books. Spirals can be applied to projects with 25 to 250 pages or sheets of paper. Costs vary depending on thickness of book. BLACK spirals only.

**Mail preparation** – Our shop is equipped with a few basic mail preparation machines. A **Tabber**, which applies a round sticker to a folded brochure or newsletter to hold the project closed. An **Address Printer**, which allows us to take your address data and print it directly to the piece rather than applying sticker labels by hand.

The **Central Stores** department is housed within the Copy Center and maintains a stock of College Stationary/Envelopes, and Forms that are used by the college in general. Many of these forms are being merged into files on the Daytona State College web pages. Forms and supplies can be obtained by submitting a standard requisition form to the Copy Center. A complete list of items available and pricing is posted on our web page.

**Color Copy Service** The Copy Center now offers Color Copy service. With approval from the Cost Center Manager you can have your short run color jobs printed in-house. Currently an 8.5x11 1-sided color copy costs \$.18 cents on the light weight 80lb text paper. A Heavier 80lb cover weight is available at a slight higher cost. We also carry 8.5x14, and 11x17 in these same weights. (White only) *running colored stocks disrupts the color balance of the machine!*