



# DISTRIBUTION SERVICES **GUIDE TO MAILING**

**UNIVERSITY OF VICTORIA  
DISTRIBUTION SERVICES  
POSTAGE AUTHORIZATION**

DEPARTMENT XXXX (4 letter Acronym) DATE Date posted  
 ACCOUNT# 1 #####-##### (Fund-Org)  
 NAME Printed name

CANADA	U.S.	INTERNATIONAL
<input type="checkbox"/> LETTERMAIL	<input type="checkbox"/> LETTERMAIL	<input type="checkbox"/> LETTERMAIL
<input type="checkbox"/> EXPEDITED PARCEL	<input type="checkbox"/> SMALL PACKET	SMALL PACKET <input type="checkbox"/> Surface <input type="checkbox"/> Air
	<input type="checkbox"/> TRACKED PACKET	TRACKED PACKET <input type="checkbox"/> Surface <input type="checkbox"/> Air
	<input type="checkbox"/> EXPEDITED PARCEL	PARCEL <input type="checkbox"/> Surface <input type="checkbox"/> Air

**FREE MAIL**  
(Camosun college/provincial government – Victoria only)

**NOTES/CUSTOMS INFORMATION**

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(for Registered mail or Xpresspost – please fill out red slip)  
A completed form must accompany each mailout

[uvic.ca/facilities/service/distribution](http://uvic.ca/facilities/service/distribution)

250-721-7610



## CANADA

### LETTERMAIL

Any item that is less than or equal to 500 g, and does not exceed any of the following dimensions: 38 x 27 x 2 cm (Rates within this range vary depending on weight)

### EXPEDITED PARCEL

Any item that exceeds the lettermail specifications above, and weighs less than 30 kg. Tracking is included with this service. You may ask for the signature option if desired.

## U.S.

### LETTERMAIL

Any item that is less than or equal to 500 g, and does not exceed any of the following dimensions: 38 x 27 x 2 cm (Rates within this range vary depending on weight)

### SMALL PACKET

Any item that exceeds lettermail specifications, but the sum of it's L x W x H is less than 90 cm and it's weight is under 1 kg

### TRACKED PACKET

This is an option to add liability coverage and tracking to a small packet

### EXPEDITED PARCEL

Any item that exceeds the lettermail and small packet specifications above, and weighs less than 30 kg. Tracking is included with this service.

## INTERNATIONAL

### LETTERMAIL

Any item that is less than or equal to 500 g, and does not exceed any of the following dimensions: 38 x 27 x 2 cm (Rates within this range vary depending on weight)

### SMALL PACKET

Any item that exceeds lettermail specifications, but the sum of it's L x W x H is less than 90 cm and it's weight is under 2 kg

### TRACKED PACKET

This is an option to add liability coverage and tracking to a small packet

### PARCEL

Any item that exceeds the lettermail and small packet specifications above, and weighs less than 30 kg

**SURFACE:** Europe/S. America 1-2 months, Asia-Pac/Africa/Aus. 2-3 months

**AIR:** Only offered where Canada Post doesn't offer XpressPost

### CUSTOMS INFORMATION

Please provide a description of the items you are shipping for any International or US parcels/packages



Did you know that by folding an 8.5 x11 sheet of paper, you can decrease your mailing cost by over 50%?



Please place domestic mail in a green marked bag. Orange bags are for US/ International mail.



A regular stamp provides enough postage for up to five sheets of paper.



Take advantage of our **FREE MAIL** program for any provincial government mail within Victoria or mail going to Camosun College—just make sure to tick the **FREE Mail** box on your yellow chit.



How would you like to save **40%** on your next mailout? If you are promoting a program or event, or soliciting donations or contributions, and are sending out over 500 pieces, you most likely qualify for personalized mail. We can help you prepare your mailout for this service—it even applies to oversized items!



All mail must be marked with a complete UVic return address before being processed.



When sending intercampus mail, please be detailed. Make sure to include the department name or 4 letter acronym and recipient name if known. If you run out of inter-campus envelopes—let us know, we have plenty!