

**Kinn's Chapter 13**  
**Communications and Mail Processing**

1. **Study the vocabulary words for this unit.**
2. Business letters usually arranged in either:
  - a. Block
  - b. Modified block or standard
  - c. Modified block indented
  - d. Simplified
3. **Block** = all lines start flush with the left margin  
Considered most efficient but is less attractive
4. **Modified Block** = the dateline, the complimentary closing, and the typewritten signature all begin at the center.  
All other lines begin at the left margin
5. **Modified Block with Indented paragraphs** = Identical to the block style except that the first line of each paragraph is indented **5 spaces**.
6. **Simplified** = all lines begin flush with the left margin.  
The salutation is replaced with an all capital subject line on the 3<sup>rd</sup> line below the inside address  
The body of the letter begins on the 3<sup>rd</sup> line below the subject line  
Complimentary closing is omitted  
An all capital typewritten signature is entered on the 5<sup>th</sup> line below the body of the letter
7. **Postage Meters** =
  - a. most efficient way of stamping mail in a large business office
  - b. can print postage onto adhesive strips that are placed onto the envelope or package
  - c. OR it can print the postage directly onto the envelope
  - d. Metered mail does not have to be canceled or postmarked when it reaches the post office. This means it can move on to its destination faster.
8. **Classifications of Mail**= classified according to type, weight, and destination
9. **Domestic mail** = sent to a destination with the United States and its territories
10. **International mail**= sent to a destination outside the United States
11. **Express mail** =
  - a. Available 7 days per week, 365 days per year
  - b. For items weighing up to 70 lbs and measuring 108 inches in combined length and girth
  - c. Includes delivery on Sundays and holidays
  - d. Fastest mail service offered by the USPS.

**12. First Class mail =**

- a. Includes all sealed or unsealed handwritten or typed material (letters, postal cards, postcards)
- b. Must weight **13 oz** or less

**13. Priority Mail =**

- a. First class mail weighing **over 13 ounces**
- b. Maximum weight 70 lbs
- c. If using an envelope or box not purchased from the USPS, make certain to mark in *Priority Mail*.

**14. Bound Printed Matter=**

- a. Consists of advertising, promotional, directory, or editorial material.
- b. Must be securely bound with staples, spiral binding, glue, or stitching
- c. Cannot have the nature of personal correspondence
- d. Mail in this class cannot weigh over **15 lbs**

**15. Media Mail =**

- a. Used for books, film, manuscripts, printed music, printed test materials, sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, videotapes, and computer recorded media such as CD-ROM's and diskettes.
- b. Cannot contain advertising
- c. Cannot weigh over **70 lbs**.

**16. Insured Mail =**

- a. Insurance coverage against loss or damage
- b. Available for Priority Mail, first class mail and parcel post.

**17. Registered Mail =**

- a. Provides evidence of delivery. Delivery can be traced
- b. Have to go to the post office to send mail this way and fill out required forms
- c. All articles have to be sealed with USPS tape. Cellophane tape is not permitted.
- d. On receipt of the item, the recipient is required to sign a form that acknowledges delivery.
- e. Accounted for by number from the time of mailing until the time of delivery.
- f. It is transported separately from other mail under a special lock.
- g. In case of loss or damage, the customer may be reimbursed up to certain limits, provided that the value of the registered article has been declared at the time of mailing and that the appropriate fee has been paid.

**18. Postal Money Order=**

- a. Convenient way of mailing money.
- b. May be purchased in amounts as high as \$700

**19. Special Delivery=**

- a. Charged at a special delivery rate
- b. Does not speed up normal travel time but does insure immediate delivery of the item when it arrives at the designated post office

**20. Special Handling=**

- a. Fees in addition to required postage.
- b. Increases speed of delivery for 3<sup>rd</sup> and 4<sup>th</sup> class mail
- c. Used for unusual items that need special handling, including live animals

**21. Certified Mail=**

**22. Private Delivery Services=**

Not all mail is delivered by USPS only 44% of it is.

There are private services that pickup and deliver mail overnight. Slide 64