

POSTAL SERVICE TIPS FOR A LESS-STRESSED HOLIDAY

The U.S. Postal Service plans all year for the holiday season. With more than 240 years of experience delivering the holidays, the Postal Service and local postal elves are ready to make this year the best one yet. Here are some tips designed to help postal customers have a happier, less-stressed holiday by getting those greeting cards and packages delivered on time and intact.

Know the DEADLINES

DOMESTIC MAIL CLASS/PRODUCT

First-Class Mail® (greeting cards)	MAIL BY: Dec. 20
Priority Mail®	MAIL BY: Dec. 20
Priority Mail Express®	MAIL BY: Dec. 22

The infographic features a blue background with a white mailbox and a mountain range at the bottom. The title 'Know the DEADLINES' is in large, bold, light blue letters. Below it, the text 'DOMESTIC MAIL CLASS/PRODUCT' is in white. Three rows of mail classes are listed, each with a corresponding deadline in a colored circle: red for First-Class Mail, blue for Priority Mail, and yellow for Priority Mail Express.

Know the deadlines

Mail cards and packages on or before the dates listed.

For military and international destination deadlines, please go to usps.com.

Get a Sneak Peek into Your Mailbox

With Informed Delivery, customers receive an email every morning with images of incoming mail and packages. It allows packages to be rescheduled so they can be delivered when someone is home to receive them. Customers can:

- Sign up for free services and customize the delivery of their package by going to informedelivery.com
- Receive text messages or email alerts notifying them that a package is en route and additional notifications when the package has been delivered
- Provide delivery instructions online and authorize the carrier to leave the package in a specific location
- Request the package be held at the Post Office, by choosing the Hold for Pickup option
- Redirect packages when they won't be home to receive it, by choosing the USPS Package Intercept option for an additional fee

Skip the Trip and Ship Online

The Postal Service is uniquely qualified to deliver the holidays – offering customers a variety of customized solutions designed specifically to make shipping holiday packages easy and convenient. Customers can stay home and avoid holiday hassles by:

- Ordering **free Priority Mail and Priority Mail Express boxes and envelopes** at usps.com/freeboxes, or pick them up from the local post office,

- Using **Click-N-Ship** online at usps.com/ship to create shipping labels with USPS Tracking and pay for postage — and by using flat rate shipping products, weighing isn't necessary
- Getting packages picked up for free at home or in the office with **Package Pickup**. Just hand the package to the mail carrier on his or her regular delivery route. Pickups can also be scheduled at usps.com/pickup

TIPS TO AVOID A SHIPPING GLITCH

Properly address packages
Include both "to" and "from" information, and only on one side.

Place a card inside with delivery and return addresses
This helps postal employees deliver the item should the mailing label become damaged or fall off.

Never guess a ZIP Code™
Look up a ZIP Code™ at usps.com under Quick Tools. NO ZIP is better than a WRONG ZIP.

Print addresses clearly
Add all address elements including apartment numbers and directional information (ex: 123 S Main St. Apt. 2B).

Do NOT reuse mailing boxes
Boxes weaken in the shipping process.

Select a durable box to protect contents
Priority Mail® and Priority Mail Express® boxes are free at local Post Offices.

How to Avoid a Holiday Glitch

Here are some additional tips to help ensure a glitch-free holiday:

All of this information and more can be found at usps.com/holidaynews.