Managing Unwanted or “Junk Mail”

The process of examining your mail for address correction frequently reveals that a certain part of the mail stream consists of unwanted or unsolicited items—“junk mail,” in the most familiar term. This is the easiest category of problem mail to deal with. We are happy to advise on this situation—we don’t want to deliver mail you don’t want. However, we caution that one person’s junk is sometimes another person’s essential information, so be sure no one in your department really wants the mail in question.

In order to get rid of genuinely unwanted items, you will need to contact the sender to ask to be removed from the mailing list—there isn’t any easier way. There are various ways to do this. We have stickers, postcards and suggested procedures available to help. The class of postage on unwanted mail pieces determines the way it may be dealt with.

LETTERS AND FLATS (LARGE ENVELOPES)

RETURNABLE
- 1st class
- Standard or Presorted Standard - ONLY with “RETURN SERVICE REQUESTED”
- Non-Profit - ONLY with “RETURN SERVICE REQUESTED”

To change address - use YELLOW CARDS
To stop - use ORANGE STICKERS

NON-RETURNABLE
- Standard or Presorted Standard
- Non-Profit

To stop - use PINK CARDS
To change address - use YELLOW CARDS

MAGAZINES, JOURNALS, PERIODICALS, CATALOGS

RETURNABLE
- Periodical Class
- Presorted Bound Printed Matter with “ADDRESS SERVICE REQUESTED”
- Only those who list “POSTMASTER: PLEASE SEND ADDRESS CHANGES TO …” in the first few pages (and rare times, this is listed in the back few pages)

To stop - use ORANGE STICKERS
To change address - use YELLOW CARDS

NON-RETURNABLE
- Presorted Standard
- Bound Printed Matter
- Non-Profit
- Presorted Standard Bound Printed Matter
- Bulk

To stop - use PINK CARDS
To change address - use YELLOW CARDS

(Cards and stickers pictured on back)
Managing Unwanted or “Junk Mail”  (Continued from front page)

Publications always have a change-of-address section (often in very small type), usually in the front somewhere near the contents page, but occasionally this will be at the back instead. Newsletters and other informal publications may place the return address on the face of the piece at the upper left, or almost anywhere inside. If inside, it is usually fairly prominently marked and often enclosed by a box or border. The (“Letters to the editor” section, if there is one, is a good place to check.) There are various ways to contact the subscription manager or change-of-address office which include emailing, faxing, phoning a toll-free number, or sending a card provided by Station 17 Post Office. We can supply you with yellow cards for changing the address on your mail pieces, pink cards for deleting your mailing all together, and orange stickers to “Return to Sender”—all available for order at  http://www.mc.vanderbilt.edu/copypost/hints.htm#unwanted.

“Return to Sender” Orange Stickers with Proper Markings

“Stop Mail” Pink Cards

“Change Address” Yellow Cards

WHAT TO DO ABOUT UNWANTED MAIL FOR PEOPLE WHO ARE NO LONGER HERE...
The reason this is happening is because the intended recipient has not notified their correspondents of their new address. The remedy, then, is to contact him/her and request that they do so. The mail pieces may be forwarded to them or returned to sender at your discretion.

It is sometimes asked why Station 17 does not forward this type of mail, and we do have a reason. Most mail received at Vanderbilt is really for the position and not for the employee, so the mail piece may be important to the person currently in the job that used to be held by the addressee. Consequently, our policy is to deliver such mail as addressed.

REDUCE junk mail by the suggested methods above.
REUSE your unwanted mail by sharing or donating magazines and periodicals.
RECYCLE mail through paper recycling rather than trashing it.

Price Increases

Stamps are increasing on May 11, 2009

With the 1st class letter stamp increasing to 44¢ on May 11, 2009, it is time to plan your stamp purchases and mailings. If possible, it would be a good idea to get your mass mailings out before the increase date. Project your mailing costs but if in doubt, one possibility is to purchase the Forever Stamp at today’s price of 42¢ - it is good forever (hence the name) for the mailing of a 1 ounce 1st class letter.

Other stamps will be increasing as well. For more information visit http://www.usps.com/prices/pricechanges.htm.

Overwhelmed with “Junk Mail” at home???
The information given thus far pertains to US Mail delivered to Vanderbilt addresses. If you need help with personal junk mail, check this helpful page from the website of the Direct Marketing Association: https://www.dma-

Station 17 Post Office
B-0106 MCN (2635)

Frank Ashe, Manager ..........frank.ashe@vanderbilt.edu ............ 3-2537
Rhonda Cook, Admin. Asst.......rhonda.cook@vanderbilt.edu ........... 2-8761
Dan Sneed, Mail Clerk Lead.......dan.sneed@vanderbilt.edu ........... 2-6831
Sorting Room/Packages/Patient Mail .................................................. 2-8763
Window Service.................................................. 2-2290

www.mc.vanderbilt.edu/copypost

Hours
8:30 am-4:00 pm . Monday-Friday
8:30 am-3:00 pm . Money Orders Sold (Cash Only)

We accept cash and checks with a valid driver’s license.