Most US Mail for VUMC moves through Station 17, the Medical Center Post Office. Station 17’s assigned zip code is 37232, and campus zip codes are added to the end of this to form the complete 9-digit U.S. mail zip. The Post Office’s campus zip is (2635), for instance, so our complete U.S. zip is 37232-2635. Street numbers are NOT to be used for U.S. mail purposes with VUMC addresses serviced under zip code 37232. (To see which buildings fall under 37232, see back page.) VUMC’s addressing format is older than the USPS’ current computerized address management system and we have discovered that the two cannot be made fully compatible. By arrangement with the USPS, if no street address is present, the USPS system will scan only the 37232 zip and route the item to us. However, if a street address is present, the system may try to match the address to another zip and it may be misrouted.

Departments which are separate from the main complex use their campus zip codes ONLY for campus mail. They must use the street zip code for U.S. mail and cannot use the campus zip along with it. The street number is appropriate for use in those buildings which receive service directly from the U.S. Postal Service (i.e., 37212, 37203, 37204, and 37240). In such cases, proper address formatting is to place the street address line DIRECTLY ABOVE the city/state/zip line. Any other address information should appear above the street address line (see proper formatting for all US Mail on back page).

FOR NON-POSTAL PURPOSES - the street address may be needed in any building for use in directing deliveries by other carriers such as UPS or Federal Express.

**Holiday Mail-by Dates for arrival by December 25**

- Dec. 4 Military mail destined for Iraq or Afghanistan
- Dec. 11 Military mail to other international destinations
- Dec. 16 Parcel Post, the most economical service
- Dec. 20 First-Class Mail
- Dec. 20 Priority Mail
- Dec. 23 Express Mail

**New flat rate prices effective January 18, 2009**

<table>
<thead>
<tr>
<th>Flat Rate Envelopes and Boxes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Mail —</td>
<td>Envelope $4.95</td>
</tr>
<tr>
<td></td>
<td>Small box $4.95</td>
</tr>
<tr>
<td></td>
<td>Regular box $10.35</td>
</tr>
<tr>
<td></td>
<td>Large box $13.95</td>
</tr>
<tr>
<td></td>
<td>Large box (APO/FPO) $11.95</td>
</tr>
<tr>
<td>Express Mail —</td>
<td>Envelope $17.50</td>
</tr>
</tbody>
</table>

The price change for mailing services will be announced in February, including stamp prices, with new prices effective in May 2009.

Did you know you can find lots of help at the USPS website???

At www.usps.com, you may track a mailing, schedule a pickup, locate a post office, calculate postage, order supplies, print a shipping label (some prices are discounted), find a zip code, buy stamps and even shop for gift items!
Vanderbilt Medical Center Building Street Zip Codes

<table>
<thead>
<tr>
<th>Zip</th>
<th>Station Name</th>
<th>Street Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>37232</td>
<td>VUMC Station 17</td>
<td>1207 17th Ave</td>
<td>CAN use campus zip with U.S. zip</td>
</tr>
<tr>
<td>37212</td>
<td>Acklen Station</td>
<td>Belcourt &amp; Blakemore Ave. Buildings</td>
<td>CANNOT use campus zip with U.S. zip</td>
</tr>
<tr>
<td>37203</td>
<td>Church St. Station</td>
<td>West End</td>
<td>CANNOT use campus zip with U.S. zip</td>
</tr>
<tr>
<td>37204</td>
<td>Melrose Station</td>
<td>100 Oaks</td>
<td>CANNOT use campus zip with U.S. zip</td>
</tr>
<tr>
<td>37240</td>
<td>Church St. Station</td>
<td>Palmer Plaza</td>
<td></td>
</tr>
</tbody>
</table>

PROPER USPS ADDRESS FORMATTING

USPS sorts your mail by computer scanners that are programmed to read particular formatting as indicated below.
(The scanners can read only 65% of handwriting. It is recommended that you block print or use printed labels.)

**“Send-to” Address:**

Top line: Recipient
Next line: Department
Next line: Organization/Institution
2nd line from bottom: Street, (optional) followed by Apt., Ste., or Rm. #, Bldg. - all on one line
Bottom line: City, State Zip - all one line

Example:

John and Jane Doe
111 Elm St., Apt. 14
Dallas, TX 75202-5735

Postmark in upper left corner
Return Address in upper left corner (address formatted as described for “Send-To” Address)

STAMP

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)

Holiday Hours - December 10-23
7:00 am-4:00 pm . Monday-Friday
7:00 am-3:00 pm . Money Orders Sold (Cash Only)

We have holiday stamps

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

Holiday Packages and Wrap-A-Thon

The Station 17 Post Office and Vanderbilt Valet will help you make holiday gift-giving a lot easier. All year long, the Post Office provides recycled boxes and packing materials outside B-0107 MCN, the retail window. Once you’ve packed up your gift, you may take it to the Vanderbilt Valet, D-2103 MCN (x 3-8254, 7:30am-5:00pm M-F) or Vanderbilt Valet, 2102 VCH (x 6-8253, 8:00am-4:30pm M-F) December 15-19, to have your boxed presents gift-wrapped. Happy Holidays!