



# POSTAL NEWS

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## POSTAL SERVICE SETS OVERSEAS HOLIDAY MAIL DATES

WASHINGTON, D.C. – The Postal Service today made available its 2004 Holiday Season recommended mailing dates for delivery to military overseas APO/FPO addresses and international destinations by Saturday, Dec. 25, based on economical air and surface transportation.

To be certain of timely delivery of holiday greeting cards and packages, the Postal Service recommends mailing by the following dates. Items for delivery by Hanukkah should be mailed five days prior to the dates noted below.

<b>Military Mail Addressed To</b>	<b>First Class Mail Letters/Cards</b>	<b>Priority Mail</b>	<b>Parcel Airlift Mail (PAL) <sup>1/</sup></b>	<b>Space Available Mail (SAM) <sup>2/</sup></b>	<b>Parcel Post®</b>
APO/FPO AE ZIPs 090-092	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIPs 093	Dec 6	Dec 6	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIPs 094-098	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AA ZIPs 340	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AP ZIPs 962-966	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13

- <sup>1/</sup> PAL: A special service providing air transportation for parcels on a space-available basis, PAL is available for Parcel Post® not exceeding 30 lbs. in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.
- <sup>2/</sup> SAM: Parcels paid at Parcel Post® postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 lbs. and 60 inches in length and girth combined.

<b>International Mail Addressed To</b>	<b>Global Express Guaranteed</b>	<b>Global Express Mail</b>	<b>Global Airmail Letters &amp; Cards</b>	<b>Global Airmail Parcel Post</b>	<b>Global Economy (Surface)</b>
Africa	Dec 20	Dec 11	Dec 6	Dec 6	Oct 14
Asia / Pacific Rim	Dec 20	Dec 17	Dec 13	Dec 13	Oct 28
Australia / New Zealand	Dec 20	Dec 17	Dec 13	Dec 13	Oct 28
Canada	Dec 21	Dec 18	Dec 13	Dec 13	Nov 19
Caribbean	Dec 20	Dec 17	Dec 13	Dec 13	Nov 5
Central & So. America	Dec 20	Dec 11	Dec 6	Dec 6	Oct 29
Mexico	Dec 20	Dec 17	Dec 13	Dec 13	Nov 5
Europe	Dec 20	Dec 11	Dec 13	Dec 10	Nov 5
Middle East	Dec 20	Dec 17	Dec 13	Dec 13	Oct 21

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### **Military Address Tips:**

- Use the service member's full name (with or without rank or rating), military organization or unit, and APO/FPO address.
- Do not include the country name in any part of the address.
- Programs that allowed the general public to send mail addressed to "Any Service Member" are no longer available.

### **International Addressing Tips**

- Place the city or town name and the province or state name on the next line after the street address information.
- Put foreign postal codes, if known, in front of the city or town name and on the same line.
- Write the name of the foreign country in capital letters on the last line of the address.

### **The Post Office that's always open: [usps.com](http://usps.com)**

With the holiday mailing season beginning soon, the Postal Service recommends that customers go on-line and visit the Post Office that never closes -- [www.usps.com](http://www.usps.com).

Customers can calculate postage, obtain simplified customs forms and select an international mailing service that's right for any mailing need. Visitors to the Postal Service's home page can also purchase stamps, track and confirm mailings and even purchase greeting cards online.

### **New, Easy, Simple *Customer's Guide to Mailing***

The *Customer's Guide to Mailing* provides clear, concise information on virtually everything consumer customers need to know about mailing. The free guide, available at Post Offices and online at [www.usps.com](http://www.usps.com), includes illustrations, tips and helpful information about changing an address, putting mail on temporary hold, and choosing extra services such as Insurance or Delivery Confirmation.

### **60,000 Additional Stamp Locations**

Beyond visiting the web or the nation's 38,000 Post Offices, there are now 60,000 more locations to purchase stamps. Customers can obtain postage where they see "Buy Stamps Here" signage among 17,000 ATMs, and more than 40,000 supermarkets, drug stores and banks.

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## **Packaging Tips**

- Select a box that is strong enough to protect the contents.
- Leave space for cushioning inside the carton.
- Cushion package contents with shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts. Plain air-popped popcorn is also good for cushioning; it's inexpensive and environmentally friendly. Pack tightly to avoid shifting.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape, or glass-reinforced pressure-sensitive tape.
- Do not use wrapping paper, string, masking tape, or cellophane tape.
- Put the delivery and return addresses on one side only of the package.
- Suggestion: Place a return address label inside the package.
- Stuff glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box.
- Take packages that weigh at least one pound into the Post Office for mailing.
- Purchase packaging products, including tape, envelopes, padded bags, corrugated boxes, mailing tubes, and cushioning material from your Post Office. Some locations offer decorative boxes and expander packs that are suitable for mailing gifts.