



**UNITED STATES  
POSTAL SERVICE**

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# **POSTAL NEWS**

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## **Take special care with holiday mail**

### ***Postal Service offers packing and shipping tips***

Washington, DC – With two weeks left before Santa makes his one-night only appearance, the Postal Service offers suggestions on taking some of the hassle out of mailing this season.

With holiday mail volume expected to reach 20 billion packages and letters, the Postal Service wants to help make certain that packages arrive safely and on time. These simple recommendations will make a big difference for consumers.

“The rush of the season and the stress many families feel during this time of year can take some of the fun out of the holidays,” said Delores Killelte, USPS vice president and consumer advocate. “Following these recommendations will help make sure that those gifts you took care in selecting reach your family and friends on time.”

When preparing packages, consider the following:

- PRINT addresses clearly.
- Include all address elements (apartment numbers, suite numbers, directional information for streets – for example: 123 S. Main St. or 12456 Elm St. N.).
- Include both “to” and “from” information on packages – but only on one side.
- Always use shipping tape. Duct tape will not be accepted.
- Cushion contents appropriately. For example, fill glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage during shipping. When mailing framed photographs, take the glass out of the frame and wrap it separately.

Helpful packaging tips include:

- Select a box that is strong enough to protect the contents. Leave space for cushioning inside the carton.

- Pack the 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 fiberglass-reinforced pressure-sensitive tape. Do not use wrapping paper, string, masking tape or cellophane tape.

Placing an index card with the sender's address and recipient's address inside the package will help the Postal Service re-pack boxes that were improperly wrapped or come apart during transporting and processing.

Packages being mailed using postage stamps and weighing 16 ounces or more can be left for the letter carrier to pick up but cannot be deposited into a blue street collection box.

And don't forget to mark the calendar: ship no later than Dec. 18 so packages arrive on time. After that date, the Postal Service recommends using Priority Mail through Dec. 20 and Express Mail through Dec. 23.

***Please note: An Audio News Release on this topic and other broadcast quality sound is available in the Holiday Press Room at [www.USPS.com](http://www.USPS.com).***

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Since 1775, the United States Postal Service and its predecessor, the Post Office Department, have connected friends, families, neighbors and businesses by mail. An independent federal agency that visits more than 146 million homes and businesses every day, the Postal Service is the only service provider delivering to every address in the nation. It receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of \$72 billion, it is the world's leading provider of mailing and delivery services, offering some of the most affordable postage rates in the world. The U.S. Postal Service delivers more than 46 percent of the world's mail volume—some 213 billion letters, advertisements, periodicals and packages a year—and serves ten million customers each day at its 37,000 retail locations nationwide.

**Visit the Holiday Press Room at [USPS.com](http://USPS.com)**