



St. Mary's County Government **METRO MAIL SERVICE**

George A. Erichsen, P.E., DPW&T Director

Delivery and Pickup Schedule

The times listed below are approximate.

updated 9/27/2016

7:00 AM Mail Room Opens

7:15 - 7:30 First Mail Pick-up at the Leonardtown Post Office

7:40 - 8:00 Mail is sorted and metered at the Mail Room Office, located in the Potomac Building

8:00 - 10:05

Morning Mail Run	
(Building)	(Departments within Building)
1. Chesapeake Building	CSMC/ Ethics Commission, Finance, Procurement, County Attorney
2. Emergency Services & Technology	Emergency Services & Technology, EMA, Animal Control, Radio Comm.
3. Department on Aging/ Human Services	Garvey Senior Center
sort mail	
4. Detention Center	
5. Building Services	
6. Patuxent Building	Sheriff's Dept., Treasurer, Recs & Parks, LUGM
sort mail	
7. MD State Police	
8. Leonardtown Library	
9. Health Dept. / Nursing	Health Dept. - p.m. only / Nursing - Friday p.m. only
10. Radio Station Way Complex	SCD / Coop. Extension / DECD Ag. & Seafood Division
11. 2nd Pick Up at Post Office	
12. Circuit Court	
13. Alcohol Bev. Board / Board of Elections	p.m. only
14. Carter Building	Metro only; SAO - metro & postal mail
sort mail	
10:30 - 10:45 California Post Office	
10:40 - 11:15 DPW&T	Public Works, Transportation, Highways, Recs & Parks Maint.
11:00 - 11:30 Metcom	Monday, Wednesday, Friday Only

11:45 - 12:00 Return to Mail Room Office to sort and meter mail

12:00 - 12:30 Lunch Hour

12:30 - 2:30

Afternoon Mail Run
Same as morning deliveries. No PM deliveries for the following departments:
Detention Center, Library, Soil Conservation, DECD Ag. & Seafood Division, Cooperative Extension, , Metcomm, DPW&T Complex

2:30 - 3:00 Return to Mail Room Office to sort and meter mail

3:00 - 3:15 Leonardtown Post Office final daily mail drop off

3:15 - 3:30 Return to Mail Room Office to sort mail for the following day

3:30 PM Mail Room Closes

Note: We will try to notify all our customers (via e-mail) if no service, or delays in service are anticipated, especially as a result of inclement weather. All personal large packages/ bulk mail may be picked up at the Leonardtown Post Office, and employees will be responsible for picking up their large packages/ personal mail there. All metro mail received after 2:00 will be delivered to County offices the following day. For additional information on how you can help save money on postage, please refer to the attached document: "**Cost Effective Ways to Save on Postage**".

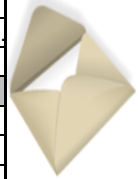
INQUIRIES?

Please contact Kim Hicks or Lisa Bodnar at 301-475-4200 ext. 2020

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Cost Effective Ways Save on Postage

Helpful Hints to help you save money for your Department

The DPW&T Mail Room staff has prepared a list of their top four (4) helpful hints to help save your department / agency money in postage. Remember, a little saved here...and a little saved there...can become a significant savings over time. We trust you will find this information helpful and if you have any questions about postage pricing or need any assistance with your mailing needs, our mail room staff will be more than happy to assist you.

The Top Four Helpful Hints

- ✓ **Standard Envelope vs. 8"x11" Flat Envelope:** Depending on the number of sheets in a single mailing, using a flat 8"x 11" envelope could save your department a significant amount of money on postage. Standard-sized envelopes are not always the least expensive way to send mail that includes multiple sheets of paper. In fact, flat envelopes usually cost less. When placing correspondence in a standard envelope to be metered, take into consideration the number of sheets you are mailing. Prices for metered mail can vary between \$0.485 and \$2.00 while flat envelope pricing only varies between \$0.98 and \$1.32.
- ✓ **Certified & Return Receipt Mailings:** Pay only for the type of mailing you really need. An ordinary **Certified Letter** is assigned a tracking number (located at the top of the label), and you can log onto www.USPS.com to track your mailing. If you would like a confirming signature, the cost to add a **Return Receipt** to the Certified mailing is an additional \$2.70. "**Certified Mail**" currently costs \$3.30 plus postage and the cost to add a Return Receipt is an additional \$2.70. **Restricted Delivery** is a mailing option that should only be used when you require that the addressee to be the only person authorized to sign for the item. This adds an additional \$5.05 to the overall cost of the mailing.
- ✓ **Priority Mail vs Priority Express:** Using this simple tip could result in a huge cost-



savings for your department, depending on how mailings have typically been sent out in the past. Mail carriers can no longer guarantee overnight delivery. Only two-day delivery is guaranteed, and it is referred to as **Priority Express**, which ranges in price from \$16.95 or more, depending on the destination. Flat-Rate Priority Express envelopes start at \$19.99. A simple way to save money, and still get your item(s) delivered within two-days (typically), is to take note of the zip-code you are sending the item to. If the mail is being sent within the 206xx area code, or even the Baltimore/Metro corridor, it is more practical to send it via **Priority Mail** (which starts at just \$5.75). **In addition, you can now receive a tracking number and insurance for Priority Mail items at no additional cost.**

- ✓ **Postage Pricing:** For the most current mailing and shipping rates, log on to www.USPS.com. Keep in mind, the large majority of County Government mail is metered, and therefore it is priced at \$0.485 (one-cent less than stamped mail).

