



THE UNIVERSITY OF NORTH CAROLINA  
AT  
CHAPEL HILL

Associate Vice Chancellor  
for Campus Services

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**MEMORANDUM**

TO: Deans, Directors, and Department Chairs  
FROM: *Carolyn Eiland*, Associate Vice Chancellor for Campus Services  
SUBJECT: Change in State Courier Billing Practices  
DATE: February 25, 2002

For many years, University Mail Services has absorbed the cost of State Courier service for the campus. On July 1<sup>st</sup> of this fiscal year, the State Courier Service made a significant change in the way the University's mail is processed and billed. Their new fee structure has dramatically increased the cost of this service. Charges to University Mail Services have increased by roughly 40%.

In view of this dramatic price increase, and the budget cuts Mail Services has experienced this year, we have had to rethink our policy related to large bulk mailings made via the State Courier Service. These mailings (include boxes of books, catalogues, large volume newsletters, journals, and so forth that weigh over 50 pounds) are considered freight and are charged by the State Courier Service at 65% of the U.S. Postal Service's first class rate, plus a \$10 handling fee. In order to continue providing free State Courier Service to the campus for normal, daily correspondence, it will be necessary to pass the cost of large bulk mailings (over 50 pounds) back to the sending department. This change will take effect immediately.

We regret having to make this change, and would encourage departments that have been using the State Courier Service for bulk mailing to contact Mr. Tommy Brickhouse at 962-0575 to see if mailing costs can be reduced by sending them out under the U.S. Postal Service's parcel post rate rather than using the State Courier Service.