

MAILING TIPS FOR RUBBER STAMP ARTISTS

Managing the highways and byways of the United States Postal Service can be complicated. The RSM team has gathered information about mailing requirements for packaging artwork, as well as ways to save money. NOTE: It's always a good idea to check if USPS prices have gone up. It may be necessary to add extra stamps when not using Forever's.

BASIC INFORMATION

- One Forever Stamp (currently priced at 66¢) is all that's needed on an envelope weighing 1 ounce or less.
- For envelopes weighing more than 1 ounce, add 24¢ worth of postage for each additional ounce for a total of 3.5 total ounces. There's a Forever Stamp you can purchase that covers this extra 24¢.
- Postage for oversized envelopes (see Size Requirements below) start at \$1.35 for 1 ounce, plus 24¢ for each additional ounce up to 13 ounces.
- Envelopes must maintain a uniform thickness of no more than 1/4".

SIZE REQUIREMENTS

You can save on postage by using an approved-size, rectangular envelope.

- Smallest 3.5x5-inches.
- Largest 6x11.5-inches.
- Square envelopes are NOT approved. Extra postage will be required.

PACKAGE REQUIREMENTS

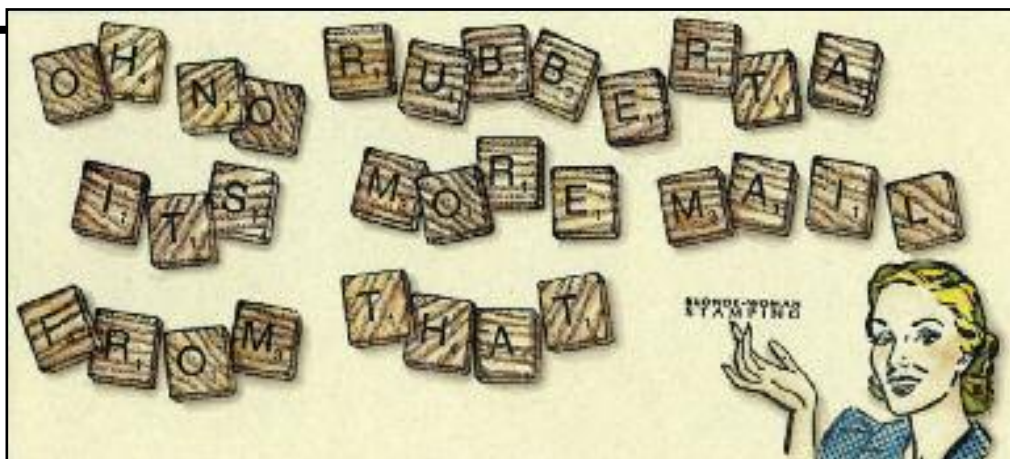
Sometimes an envelope will count as a package, rather than as a letter. This is the case if . . .

- The envelope does not meet standard dimensions or thickness (see above).
- The envelope is not uniform in size, i.e. lumpy.
- The envelope is rigid—i.e. does not bend.
- You want to add insurance.

WHEN EXTRA POSTAGE IS NEEDED

A Non-Machinable envelope requires extra postage because it must be hand-cancelled by a postal employee. An envelope is non-machinable if:

- 3D embellishments make the envelope lumpy—even with cardboard.



We never say "Oh no," when mail arrives, especially mail from stampers like Jeanne Wagner, aka Blonde Woman Stamping. (Stamp credits: Unknown.)

- You have added the request "Do Not Bend" to your envelope.
- Your envelope has extra clasps, brads, buttons, string.
- The envelope is square or over-sized.
- Additional postage for non-machinable envelopes starts at 40¢. You can purchase a 40¢ Forever Stamp.

MAILING SUGGESTIONS

Follow these guidelines to make sure your mail travels smoothly to its destination:

- Protect artwork with no more than a single layer of bubble wrap or lightweight (non-rigid) cardboard on each side. Cereal boxes are ideal for this purpose.
- If you have several pieces to mail at once, consider sending in a large envelope. Art and cardboard should lie flat and measure no more than 1/4" thick. If the envelope winds up measuring more than 1/4" thick, send cards individually or treat the envelope as a package.

SHIPPING OPTIONS

- The recommended designation for a package is USPS Ground Advantage Select.
- If you want your envelope or package to arrive in two-to-three days, consider Priority Mail.
- Should you need your envelope or package to arrive in one day, consider Express Mail.

NOTES

- RSM appreciates receiving SASEs (stamped-self-addressed-envelopes) with stamp art. A different SASE for each theme is requested.
- Should you live outside the USA, an SASE isn't possible. Either send a check for US funds or send submissions via email to graphics@rsmadness.com.
- If you don't want artwork returned, please mention that and we will pass along what you send to a non-profit organization or to someone we know will appreciate it.
- You can find a A Customer's Guide to Mailing at usps.com. This includes the information shared here—and more!

—The Staff at RSM