Subject: Holiday Season Mail Information

The Holiday season is quickly approaching. The following information is provided to help your unit manage mail efficiently during the busiest time of the year for the United States Postal Service (USPS):

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· Friday, December 17, 2021: This is the deadline for units to submit requests to University Mail Services for USPS mail delivery or metering needs during University Season Days, December 24-31, 2021. Please submit requests via e-mail to: mailservice@umich.edu.

· Monday December 20, 2021: Mail must be dropped off at University Mail Services by 5:00 pm in order to be postmarked by December 23, 2021.

· December 24-31, 2021: USPS will be open during University of Michigan season days, but will not provide service to University buildings unless advance written requests are received at University Mail Services (see 1st bullet above). University Mail Services will be closed.

Print Copy Mail (PCM) will be closed for the season days/holidays, Dec 24th – Dec 31st

Campus Mail will run a skeleton crew Dec 28th and 30th

PCM / Mail Services website: <http://mbiz.bf.umich.edu/> Phone 764-9227

USPS Domestic Mail

Mailing schedule to ensure delivery by December 24, 2021:

Class/Product Cut-off Date

First Class Mail Dec. 17

Priority Mail Dec. 20

Priority Mail Express Dec. 22

Standard Post/Media Mail Dec. 13

Review the USPS web site for additional information.

[www.usps.com](http://www.usps.com).

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