

**UNIVERSITY OF ILLINOIS
AT SPRINGFIELD**

Campus Services
Business Services Building, Room 139
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Springfield, IL 62703-5407

MEMORANDUM

TO: Campus Community
FROM: Steven A. Goodman
DATE: May 1, 2003
SUBJECT: New Inter-Departmental Mail Envelopes

I am happy to announce that UIS Mail Services is about to unveil NEW campus inter-departmental mail envelopes. The new design takes advantage of the campus mail stop system which has helped the mail clerk sort incoming mail.

With the introduction of these new 10" x 13" envelopes mail clerks will no longer have to guess where an individual is located as we will request the correct mail stop be written on the front of the envelope. There will be a listing of current mail stops printed on the back of the envelope which will help the sender locate a department's mail stop. This new format should reduce the amount of misdirected mail sent through campus mail.

When the current supply of 9" x 12" as well as the #10 size envelopes are exhausted they will be discontinued. The one size envelope will reduce the cost of maintaining inventory which will help reduce costs.

As a reminder please notify your external sources to include your mail stop within the address block. The mail stop should be included on ALL incoming mail. Using the mail stops will enhance our service to you.

If you have any comments or suggestions in improving the new envelopes please contact me.