

**OFFICE OF SUPPORT SERVICES  
RECORDS AND IDENTIFICATION DIVISION**

**NOTICE**  
10.4

June 23, 2021

**TO:** All Department Employees

**FROM:** Director, Office of Support Services

**SUBJECT:** MAIL COST CONTAINMENT MEASURES FOR UNITED STATES  
POSTAL SERVICE AND UNITED PARCEL SERVICE HANDLING

The Department of General Services (GSD) implemented several cost containment measures for all City Departments designed to reduce labor hours, processing time, and postage expense. These measures are in accordance with the Mayor's strategy to contain or reduce costs and GSD's memo dated, January 13, 2021, entitled "Mail Cost Containment Measures."

The attached guidelines shall be implemented immediately by all personnel utilizing City mail services.

If you have any questions regarding this matter, please contact the Administrative Services Unit, Records and Identification Division, at (213) 486-8160.



DOMINIC H. CHOI, Deputy Chief  
Director, Office of Support Services

Attachment

**CITY OF LOS ANGELES MAIL COST CONTAINMENT MEASURES FOR  
UNITED STATES POSTAL SERVICE AND UNITED PARCEL SERVICE**

**June 13, 2021**

Mail handling measures are prescribed by the General Services Department (GSD), Mail Services Section. All City Departments are subject to compliance. Mail that does not satisfy these measures will be returned to the sender.

1. Do NOT use FedEx. The City of Los Angeles contracts with the United States Postal Service (USPS) and the United Parcel Service (UPS) only.
2. Plan in advance to avoid the use of next day and second day letter/package deliveries. Next Day and Second Day service will be reserved for health and safety, or legal compliance issues only.
3. Coordinate with Supply, Mail Services and GSD Print shop on “mass mailer” projects (250 pieces or more).
4. **Use only plain white envelopes for USPS or UPS handling.** The preferred plain white envelope size is Size #10, although any plain white envelope is acceptable. Use the smallest envelope and package size to reduce postage costs.
5. Goldenrod or yellow clasp envelopes **must NOT be used** for USPS or UPS handling.
6. Bundle envelopes into typewritten delivery addresses and handwritten delivery addresses. Within those bundles, separate sealed envelopes from unsealed envelopes.
7. **Typewritten delivery addresses are preferred.** Address labels are acceptable. Use 10-point or 12-point font size with any of the following fonts only:

ARIAL BLACK	LUCIDA SANS
COPPERPLATE	OCR-A
COURIER	OCR-B
COURIER NEW	SF SANS SERIF
HELVETICA	TAHOMA
LUCIDA FAX	

8. The last two lines of any typewritten delivery address shall contain the street address, then city, state, zip code. All other information shall be placed above this information.

**INCORRECT**



Wayne Enterprises  
P.O. Box 12345  
Gotham City, New Jersey 07303  
Attn: Mr. Bruce Wayne  
Re: Application No. 789-456

**CORRECT**



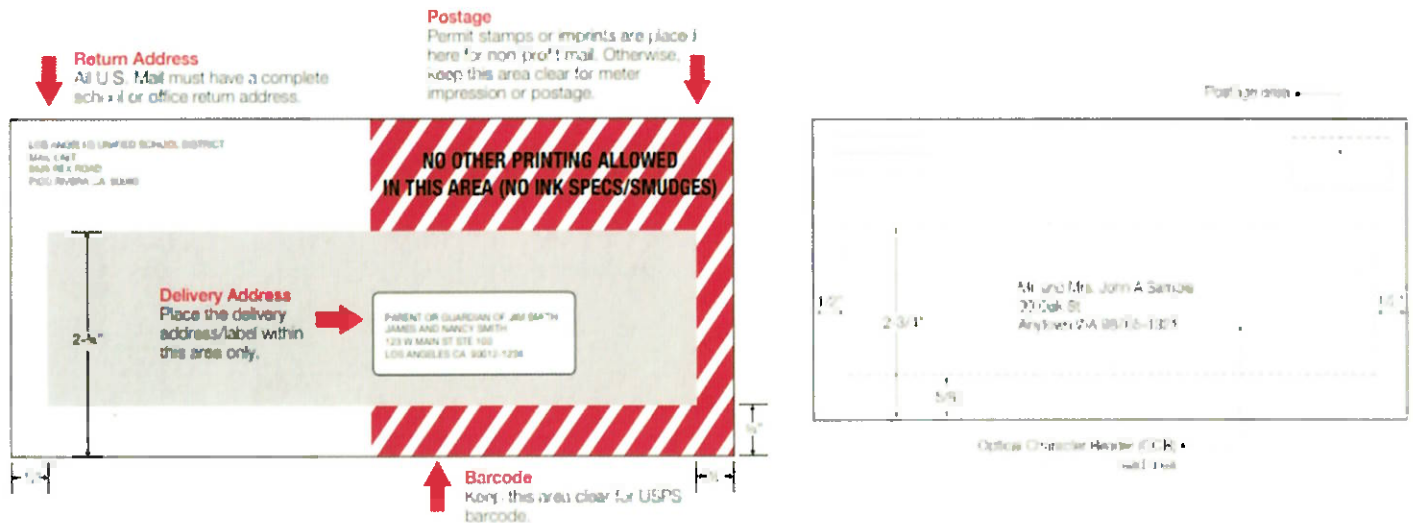
Wayne Enterprises  
Attn: Mr. Bruce Wayne  
Re: Application No. 789-456  
P.O. Box 12345  
Gotham City, New Jersey 07303

Note: Addressee, attention, regarding, etc.  
may be either handwritten or typed,  
BUT THESE LINES SHALL BE  
PLACED **ABOVE** STREET ADDRESS,  
CITY, STATE, ZIP CODE

# CITY OF LOS ANGELES MAIL COST CONTAINMENT MEASURES FOR UNITED STATES POSTAL SERVICE AND UNITED PARCEL SERVICE

June 13, 2021

- Do NOT add ink stamps to envelopes such as “First Class,” “Urgent,” “Official Correspondence,” etc. These interfere with the processing of mail pieces and can increase postage by 15% or more.
- For Size #10 and 6”x 9” envelopes, there must be a minimum of one-half inch (1/2”) margin on each side of the envelope, and a bottom margin of a minimum of 5/8 inches.



- Only clear or transparent tape that is a minimum of 1 inch may be affixed to the back of the envelope (e.g., 1/2”, 3/4” widths are not acceptable). No tape shall be affixed to any envelope in the upper right hand corner defined as the postage area. No tape shall be folded over the edges of any envelope.