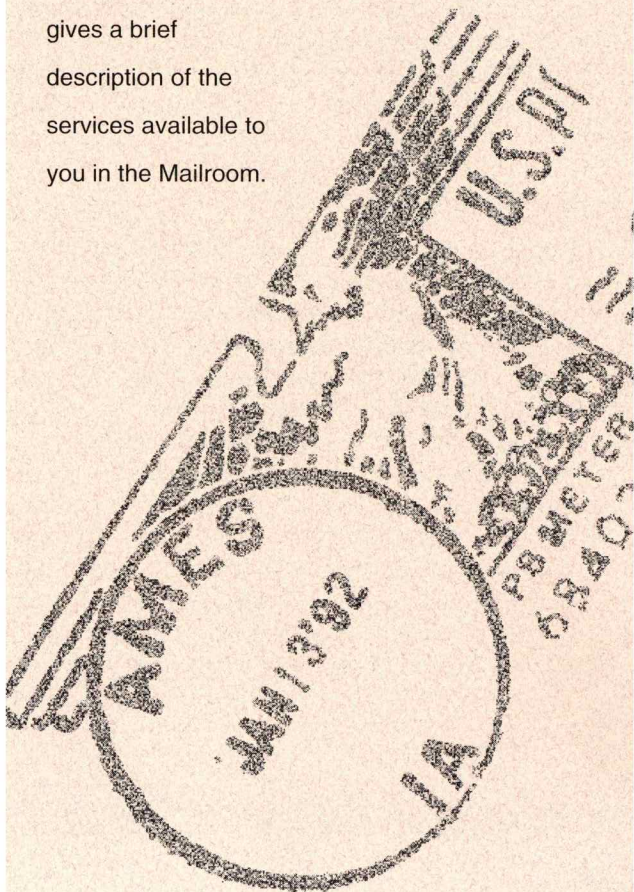


Mailroom

MAILROOM AND CARRIER SERVICES

The Mailroom provides delivery and postal services to units of the Iowa Department of Transportation.

The following brochure gives a brief description of the services available to you in the Mailroom.



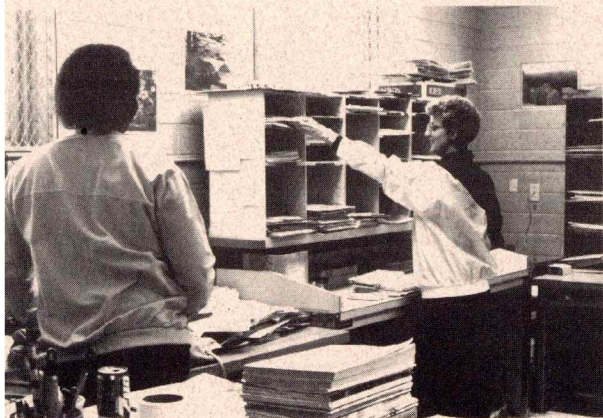
Mailroom Services

Sorting and Delivery

Each year the mailroom personnel handles over 500,000 pieces of mail. All outgoing mail is processed, appropriate postage is affixed, and it is delivered to the U.S. Post Office. All internal documents are sorted by location and delivered to the appropriate addressee. Incoming mail is sorted and distributed throughout the Central Complex. Additional local mail is transported via courier between several DOT offices and state affiliates. They include: FHWA offices, driver's license stations, DOT Credit Union, and Ames resident construction and maintenance facilities. Other carrier services are provided by the mailroom staff. Please contact one of them for additional information.

Carrier Services

A mail carrier leaves Ames Central Complex at 11:15 a.m. or as soon as the daily delivery arrives from Iowa State University. The first stop is Park Fair Mall. The carrier drops and picks up the mail at Motor Carrier Services, Driver Services and Vehicle Registration. Then a pickup is scheduled from Driver Services for delivery in the Inspections and Appeals Department. The final stop in Park Fair Mall is the Air & Transit Division. From there the carrier stops at the Capitol, and at the Complex, Lucas and Grimes buildings. On the way back to the Central Complex, stops are made at the Des Moines maintenance and construction garages.



ited Parcel Service

pecial delivery is provided by UPS when necessary. The following points provide answers to the common popping questions. UPS provides records for tracking purposes. They will not deliver without a street address; box numbers are not sufficient. They provide next day service anywhere in Iowa. Weight limits are 70 pounds, and there is an additional charge of \$10 for Saturday delivery.

ederal Express

pecial delivery is also provided by Federal Express, when necessary. The following tips are provided when using Federal Express. They provide tracking and signing for proof of delivery purposes. They will not deliver without a street address; box numbers are not sufficient. Federal Express provides worldwide service, Priority Delivery by 10:30 the following morning, as well as Next Day Air. There is an additional charge of \$10 for Saturday delivery.

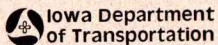
ation call Paul Sydnes, Mailroom Supervisor, or a representative of t

Machine

A fax machine is available for use by DOT personnel. The mailroom is equipped to send and receive confidential documents from remote locations. If you have the need for a fax, check with a staff member from the mailroom for assistance.

Consultation

Mailroom Services offers consultation concerning postage or mailing needs. Contact someone from our staff. We will be happy to answer questions and give suggestions to better meet your postal needs.



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