

Metering of High-Volume Mail

Departmental High-Volume Users

The following are the outgoing letter mail volumes for fiscal 2025-26. The campus total was ~19,000 pieces across roughly fifty departments.

Department	Pieces last year	Share of campus mail
Budgets & Financial Services	8,790	46%
Human Resources	2,045	11%
Registrar's Office	1,811	10%
Parking Services	1,378	7%
Advancement Office	1,158	6%
These five departments together	15,182	80%

What is being asked?

Metering capacity is limited, and a large mailing cannot be absorbed into a single day's work. **Please give Distribution Services as much notice as possible before a large mailing.** A mailing flagged in advance can be scheduled. A mailing that appears without warning waits for available capacity and delays other departments as well as your own.

Where a mailing is time-critical, the best option is to pre-stamp it. Pre-stamped mail is not metered and goes out the same day as your scheduled pick-up day. The Print Shop often sets up mailings using a postal indicia. A postal indicium is a preprinted marking on an envelope or package that replaces a traditional postage stamp which means it skips the process of being metered by Distribution Services. To set up a postal Indicia mailing, please contact the [Print Shop](#).

When should we expect delays?

Metered volume is concentrated in a small number of months. **February is the busiest period of the year for metered mail.** Departments with a February mailing should give two weeks notice for mail to be metered.

August, November, March and April are moderately busy and a week's notice is appropriate. October varies from year to year and should also be treated as a one-week month. In all other months, three business days is normally sufficient.

These figures cover metered letter mail only. They do not include parcels received and processed across campus, which peak in different months and can delay the processing of metered mail.

What happens as the meter approaches retirement?

The Pitney Bowes postage meter is leased, and that lease ends on **September 30, 2028**. It will not be replaced. Metering will continue as capacity allows until that date and will still be charged back to your department until then.

A separate notice will be issued to high-volume departments recommending options for processing high-volume mail closer to that date. No action is currently required.

Should you have any questions, please contact Danielle Lenarduzzi at dlenardu@uwindsor.ca or extension 2852.