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 Website: bgs.vermont.gov/gbs/postal

State of Vermont
 Buildings and General Services

Postal Center

BLUE MAIL BINS

Blue bins are the designated location for mail pickup and delivery for all locations except the WSOC. All blue bins will be labeled with your assigned zip+4.

In FY2019 we hope to implement an automated accountable mail system that will require adding a barcode to your blue bin for scanning upon delivery.



You can use separate bins (space permitting) or rubber-band groups together to separate the following outgoing pieces within a single bin:

- Outgoing Federal USPS
- Pre-Stamped Mail
- Pink Mail

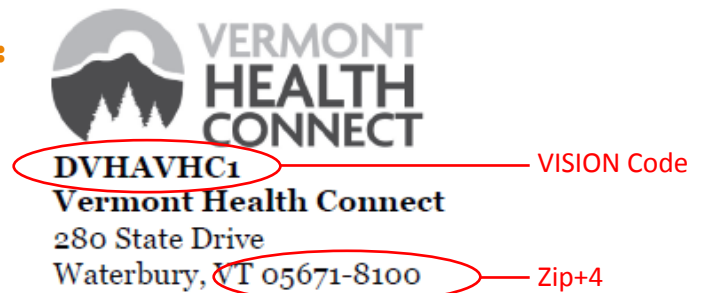
ZIP+4 IS CRITICAL TO TIMELY DELIVERY

Your zip+4 is assigned by the BGS Postal Center and allows us to speed up the mail sorting and delivery process. We guarantee **same day delivery** of incoming USPS mail that includes a valid zip+4. The zip+4 list can be found under the Forms and Publications section of our website.

OUTGOING MAIL - TIPS & TRICKS

- Envelope ordering or label generation reminders:
 - Include your VISION billing number above your return address
 - Include your valid unique zip+4 in your return address

EXAMPLE:



- Include your zip+4 in your email signature
- Seal everything larger than 6"x9" and all pre-stamped envelopes
- International mail piece reminder:
 - Rubber-band all international pieces separately
 - Write out full country name on international pieces
 Canada (Correct) - CA (Incorrect)
- Outgoing mail can be dropped at our Middlesex location until 4:15 pm for same day mailing (please allow more time for larger volumes of mail).