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Phone: (802) 828-2203

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Website: [bgs.vermont.gov/gbs/postal](http://bgs.vermont.gov/gbs/postal)

State of Vermont  
Buildings and General Services

# Postal Center

## DID YOU KNOW?

Did you know that all you need to get inter/intra office mail to the intended locations is a valid BGS Postal Center zip+4?

**05633-7601**

To deliver to someone specific just add the persons name

**Terry Lamos**  
**05633-7601**

or to a department

**Postal Center**  
**05633-7601**

That's it!

Our current zip+4 list can be found under the [Forms and Publications](#) section of our website

## WHAT IS PINK MAIL?

Pink mail is State government's inter/intra office mail that is distributed between the Montpelier and Waterbury complexes. It's name came from the primary use of pink colored envelopes.



Pink mail is a value added service provided by the BGS Postal Center for locations serviced by our program (any location issued a BGS Postal Center zip+4). The use of the zip+4 on your pink mail will guarantee next day delivery.

As we sort thousands of pieces of mail daily, pink envelopes quickly notify us that the mail is inter/intra office, but you can also send regular envelopes through pink mail by circling the delivery address in red ink.

Pink mail should be rubber banded separately from outgoing USPS mail or pre-stamped mail to ensure our mail sorters are able to get your mail where it needs to go quickly



PINK MAIL

OUTGOING

PRE-STAMPED