



OFFICE of BUSINESS SERVICES

# Postage Primer

## Speed

Slowest	<b>Parcel Post:</b>	Never recommended, no service guarantees
	<b>First Class:</b>	General outgoing mail, 1-7 days
Fastest	<b>Priority:</b>	Expedited mail, can reduce delivery time to 1-4 days
	<b>Express:</b>	Overnight in most cases

## Tracking

Least	<b>Delivery Confirmation:</b>	Indicates when item arrives at Post Office is least reliable.
	<b>Certified:</b>	General tracking
Most	<b>Express:</b>	Detail of every delivery step
	<b>Registered:</b>	For use only with unreplaceable items (Bearer bonds, stock certificates)

## Signature

<b>Return Receipt:</b>	Hard copy signature, frequently used with certified and registered mail
<b>Express:</b>	Electronic Signature