

Tips for service offered

Additional knowledge can help you get better service and more for your money when choosing services at the post office.

That's the word from Farmington Postmaster Kenneth Harris who said, "Many people are unsure of what postal option will best suit their needs. They may not make the best buy and, in addition, if they know more it can shorten time spent waiting."

The solution, the postmaster said, is for customers to be aware of what delivery services their postal dollar can buy and the differences between them. All fees are listed in addition to postage:

• **Certified Mail** — Available only for First-Class Mail, it provides the sender with a receipt showing when and where the item was mailed. The fee is 75 cents per piece. In addition, a record of delivery is kept at the recipient's post office.

• **Return Receipt** — This is the sender's proof of delivery. It is available on mail insured for more than \$25 and on certified, registered, Collect-On-Delivery (COD) and Express Mail articles. For a 70-cent fee, the return receipt identifies who signed for the item and the date it was delivered. For an additional 20 cents, the sender can get a receipt showing the exact address of delivery. Except for Express Mail service, the sender can also request restricted delivery (\$1.25 per piece additional), which means delivery is made only to the addressee or to someone who is authorized in writing to receive mail for the addressee.

• **Registered Mail** — The most secure option offered by the Postal Service, it is designed to provide added protection for valu-

able and important mail. Postal insurance may be purchased at the option of the mailer to cover articles valued up to \$25,000 at the time of mailing. As an example, an item valued up to \$100 would cost \$3.80 to go registered mail if it is covered by insurance and \$2.55 if it is not. Through a system of receipts, registered articles are monitored from the point of mailing to delivery. Prepaid First-Class postage is required to send anything registered mail.

• **Certificate of Mailing** — This is the answer if the sender needs only a receipt to prove something was mailed. A certificate of mailing does not provide insurance coverage, and no record is maintained at the post office. However, the post office will endorse a certificate of mailing for 45 cents for individually listed pieces of all classes of ordinary mail.

• **Collect-On-Delivery (COD)** — COD service is best when the sender wants to collect for merchandise when it is delivered to the addressee. It may be used for merchandise, which must have been ordered by the addressee, sent by parcel post, First-Class Mail. Fees charged for this service include insurance protection against loss or damage. COD items may also be sent as registered mail. It is limited, however, to items valued at a maximum of \$500 and is not available for international mail.

Another helpful hint: Ask at the post office for a copy of Publication 201, A Consumer's Directory of Postal Services and Products.

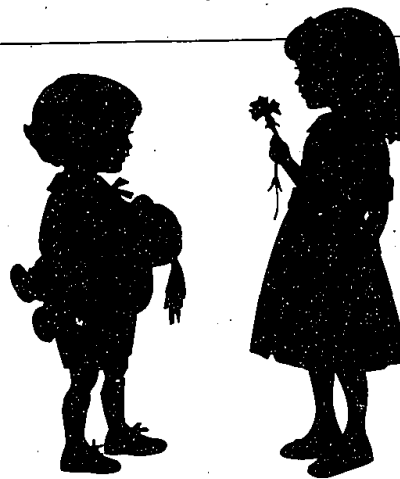
Junior has lead in Mercy show

Junior Juliet Ewing of Farmington Hills has the lead of Annie Oakley in Mercy High School's production of "Annie Get Your Gun" March 14-16.

Beginning her performance training with dance classes in the first grade, she has studied tap, ballet and jazz dancing.

She spent one summer at the national music camp at Interlochen and one summer acting at Will-O-Way Theatre. She was a pom-pom girl for two years.

Previously at Mercy, she performed in "Sweet Charity" and "The Boyfriend." She's in the Spanish Honor Society and sings with the Mercyrals.



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