

Office Administration – Chapter 10 Key Words

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| 1. Airmail Service | 11. International Mail | 21. Registered Mail |
| 2. Bar Code | 12. Intranet | 22. Spam |
| 3. Bound Printed Matter | 13. Library Mail | 23. Special Delivery |
| 4. Certificate of Mailing | 14. Mailgram | 24. Special Handling |
| 5. Certified Mail | 15. Media Mail | 25. Standard Mail |
| 6. COD Mail | 16. Netiquette | 26. Telegram |
| 7. Express Mail | 17. Package Services | 27. Web Site |
| 8. First-class Mail | 18. Parcel Post | 28. Webmaster |
| 9. Home Page | 19. Periodicals | 29. ZIP + 4 code |
| 10. Insured Mail | 20. Priority Mail | |

- _____ Additional postal protection up to \$500 against loss or damage.
- _____ Additional postal protection for valuable items and important papers sent by first-class mail.
- _____ All the Web pages, collectively, for a specific company or organization.
- _____ Available for unusual mail and packages sent by first-class mail, priority mail and package services that require preferential handling and will be delivered with regularly scheduled mail deliveries.
- _____ Buyer must pay the postage.
- _____ Class of mail intended for catalogs, merchandise and other printed material that can be sent as parcel post, bound printed matter, media mail or library mail.
- _____ Class of mail that includes publications such as newspapers, magazines and other publications whose primary purpose is transmitting information to a subscription list.
- _____ Electronic message forwarded from Western Union to the post office that serves the XIP Code of the address for next-day delivery to any address in the US.
- _____ Envelope imprints containing ZIP code info to enable mail to be processed quickly.
- _____ Etiquette practices for the electronic environment.
- _____ Fastest mail delivery service for any item weight up to 70lbs, which guarantees next-day delivery and second-day delivery.
- _____ First page for a Web site that is registered on the WWW through a URL.
- _____ First-class mail that weighs up to 70lbs and has a max size of no more than 108” in length and distance around the thickest part combined and is deliverable within 2 to 3 days.
- _____ Mail not requiring the highest priority and weighing no more than 13oz.
- _____ Message delivered to the receiver through Western Union.
- _____ Not required to be sent first-class mail: two subclasses- A = less than 16oz, B= more than 1lb.
- _____ Organization’s internal network for electronic communication available to employees.
- _____ Payment of regular postage plus an extra fee that assures immediate delivery within prescribed hours and distances.
- _____ Person in charge of the Web site.
- _____ Postal service available for mail being sent to foreign countries.
- _____ Postal service offered for international mail.
- _____ Proof of mailing / delivery may be purchased for a first-class item with no dollar value of its own.
- _____ Proof of mailing that can be purchased for a mailed item.
- _____ Subclass of package service permitting qualifying institutions to mail educational / research material.
- _____ Subclass of package services that includes advertising, promotional material, directories or editorial material securely bound with permanent fastenings.
- _____ Subclass of package services including books - at least 8 pages, film, printed music, test material, sound recordings, play scripts, educational charts, medical information and computer-readable media.
- _____ Subclass of package services that includes merchandise books, circulars, catalogs and other printed matter with a maximum weight of 70lbs.
- _____ Unsolicited electronic mail messages sent through the Internet.
- _____ Used by the U.S. Postal Service to expedite mail deliveries throughout the U.S.