

**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
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In Reply Refer To:  
1542 (BC-650C) P

July 26, 1999

E-Mail Transmission  
Instruction Memorandum No. BC-99-056  
Expires: 9/30/2000

To: All State Directors  
Attn: Mail Managers

From: Director, National Business Center

Subject: Potential Cost Savings for Shipping Flats DD: 8/6/99

The Printed Materials Distribution Services at the National Business Center has recently begun using a new service for the shipping of flats. This service involves a partnership between DHL Worldwide Express (DHL) and the US Postal Service and offers a 10 percent savings over the present USPS service. Paperwork is minimal, no metering is required, there is in-office pickup, delivery times are a little faster, and there is some limited tracking capability.

DHL has developed a packet of information describing this new service and it will be made available to your mail managers. Please send the names of your State and Field office mail managers and coordinators to Lee Campbell by August 5, 1999. Lee will coordinate the delivery of the relative information with DHL.

If you have any questions, please contact Lee Campbell at (303) 236-9422.

Signed by:  
Dennis Sykes  
Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
Staff Assistant

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