

## Other do's and don'ts:

- ★ Do use the correct postcode; don't guess. Look it up or ask.
- ★ Do write clearly, in print, using dark ink. Don't use red, yellow or orange.
- ★ Do keep the address straight and parallel to the bottom of the envelope.
- ★ Don't indent or stagger address lines. Start all at the same point on the left hand side.
- ★ Do leave enough space between words.
- ★ When printing address labels:
  - Do use a clear readable type face/font such as Courier or Arial at 10 -12 point size.
  - Don't use italics, artistic script, coarse dot matrix, extremely wide or narrow fonts.
  - Do check that you have enough toner/ink so the labels print clearly.
  - Do check that the addresses in window panel envelopes are clearly visible through the window. No other information, apart from the address should appear through the window, even if the content of the envelope should move.

For more information visit  
[www.caymanpost.gov.ky](http://www.caymanpost.gov.ky) or call 949-2474.



## Everything you need to know about posting a package



## How long will my mail take to get there?

This is perhaps one of the most popular questions people ask their postal staff. Unfortunately the answer is not that simple as a number of factors affect the delivery of your mail.

These include:

1. Your choice of mail service
2. The country of destination
3. How remote the delivery address is (usually rural areas have longer delivery times)
4. How well the letter was addressed

## Mail Services:

### Surface mail

Surface mail is transported by land or sea and is usually the most economical way to post. However, it is also the slowest. For example, to send a 2-lbs package to the USA costs CI\$3.50 with a delivery time of three to five weeks. There are no tracking for this mail class.

### Airmail

This is the most popular mail service and is typically used for documents. Items in this class must weigh less than 4 lbs. A 2-lbs package to the USA costs CI\$48 with a delivery time of three to six days. There no tracking for this mail class.

### Air parcel

This is a little different from airmail, because this method allows for tracking and can be used for items weighing up to 22 lbs. A 2-lbs package to the USA costs CI\$4 with a delivery time of seven to ten days.

### Express Mail Service (EMS)

EMS is a courier service for packages weighing up to 22 lbs. It includes tracking. A package between half oz and 2-lb costs CI\$18 with a delivery time of four to five days.

## Top 10 countries and delivery times:

Delivery times in days					
Destination	Surface Parcels	Surface Mail	Air Parcels	Airmail	EMS
Australia	17 to 21	27 to 69	17 to 25	17 to 24	6 to 11
Barbados	19 to 21	13 to 16	7 to 11	7 to 10	5 to 7
Bermuda	16 to 20	12 to 15	9 to 14	7 to 12	5 to 8
Canada	17 to 20	12 to 26	9 to 14	7 to 14	4 to 9
Germany	18 to 19	14 to 19	9 to 11	8 to 11	5 to 8
Great Britain (UK)	20 to 24	13 to 20	11 to 14	7 to 10	5 to 10
Jamaica	17 to 19	12 to 17	8 to 10	7 to 12	3 to 9
Sweden	19 to 21	14 to 18	10 to 13	7 to 11	5 to 8
Switzerland	19 to 21	14 to 17	9 to 12	7 to 9	5 to 8
Trinidad	18 to 20	9 to 12	8 to 15	6 to 11	4 to 7
USA	17 to 26	11 to 23	8 to 11	5 to 8	4 to 6

## Local delivery:

For local delivery to letterboxes within each island (Grand Cayman, Cayman Brac and Little Cayman) 80% of mail is delivered within 2 working days of posting. Inter-island mail delivery times may vary according to the availability and timing of inter-island transportation.

## Help get your mail there on time:

The Cayman Islands Postal Service wants to get your mail moving to its final destination as quick as possible. You can help it be even faster by following these easy tips.

## Addressing your mail:

These days most mail is sorted electronically. These letter sorting machines work best when address formats are clear, consistent and structured correctly. So make sure to use the following standard format:

### **Recipient's name**

Daniel Ebanks

### **Number and name of the street (international mail only)**

**or** 307 Farewell Road **or** P.O. Box **or** locked bag number (if applicable)

P.O. Box 752

### **State or territory abbreviation and/or postcode**

FL 381975

### **Country name, printed in capitals**

UNITED STATES