



## MAIL CENTER GUIDELINES

ALL outgoing IISD U.S. mail and packages must have a complete TYPED return address and TYPED delivery address. This means either a P.O. Box, which includes suite # and department or school or a physical address, which includes suite # and department or school.

- Personal packages will not be processed by the Mail Center.
- Do not send lunch forms, library books, or student records thru inter-office mail. Use the “designated” couriers by entering a School Dude work order.
- Do not include barcodes with your addresses. Only USPS certified barcodes are allowed.
- Do not send envelopes going within the Administration Building from one department to another department to the Mail Center.
- All mail must be in the Mail Center by 10:00 am to assure it goes out that same day around 2:30 pm.
- Always place endorsements or messages on the LEFT side of USPS items (i.e. confidential, sign and return, your name/department, etc.).
- Do not use envelopes with brads, buttons, brackets, clamps, pens, or anything that may poke through the envelopes. Use a box to avoid damage to the machine for USPS mail.
- Do not use labels on window envelopes.
- When using peel-off strips on envelopes, you must seal them. The Mail Center’s equipment cannot peel off the strips.
- International Letters – attach a “post it” to indicate “International.” (Only letters will be processed in the Mail Center.)
- Be sure no Student I.D. or any personal information is visible through the window on window envelopes.
- Envelopes with more than tree (3) pages must be sealed BEFORE arriving in the Mail Center.
- Seal all large envelopes before sending them to the Mail Center.
- Separate “sealed” and “unsealed” letter envelopes, do not bundle them together.
- No flyers will be processed, they jam the postal machine.



## \$\$\$ Money Saving Tips

1. Verify and double check the delivery address.
2. When possible, use postcards instead of envelopes. This will reduce the cost from \$0.46+, down to \$0.34.
3. When mailing 5 to 10 pages, fold them in half (do not roll them) and use a 6x9 envelope instead of using a 9x12 or 10x13 flat envelope. This will reduce the cost from \$0.98+, down to \$0.67+.
4. When mailing more than 10 pages, do not tri-fold them, use a large envelope. This will reduce the cost from \$2.62+, down to \$0.98+.
5. When possible, use Signature Confirmation instead of Certified when sending priority mail and/or packages. This will reduce the cost from \$4.80+, down to \$2.45+.
6. When shipping boxes, always use the smallest box possible. Pay close attention to the Carrier's surcharges, especially during the holidays. USPS Priority Mail Regional Rate Boxes are usually the cheapest for small local packages.
7. Packages over 70 lbs. must be taken to USPS by the sender for postage.
8. When ordering from Vendors, be sure to include with the address:

Ship To:            Name  
                         Department/School  
                         Admin Building, DO NOT PUT IRVING ISD Suite #

9. If the package will be a large box or when ordering a lot of packages, please have them delivered to the Warehouse to:

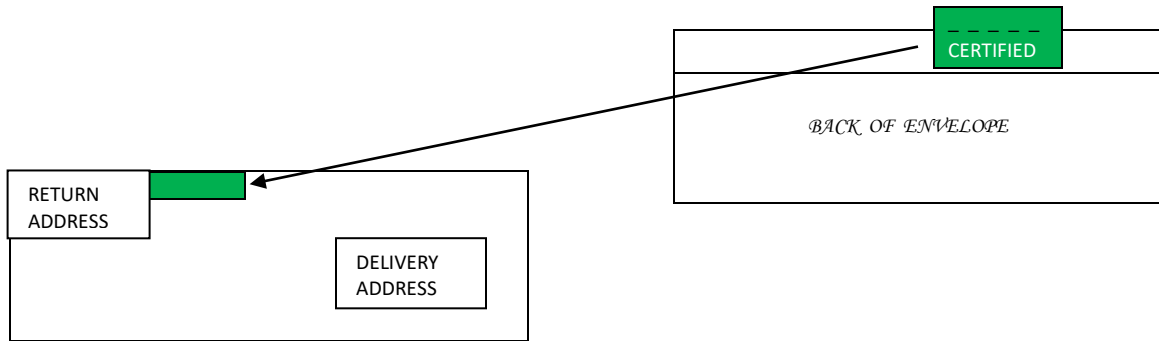
Ship To:            Name  
                         Department/School  
                         3620 Valley View Lane  
                         Irving, Texas 75062

DO NOT PUT IRVING ISD. When ready for delivery to your department or school, place a work order to have them delivered.

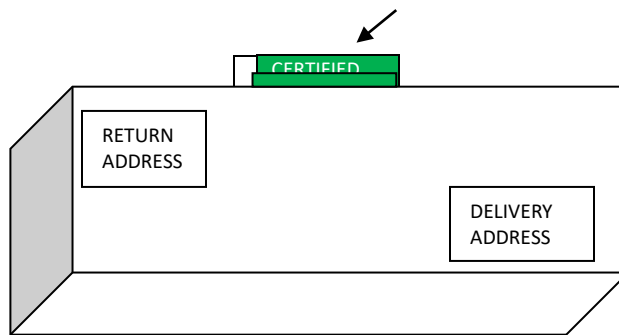
10. When sending packages out, VERIFY the delivery address and then, fill out the shipping label from the mailroom (Ad. Bldg.), attach a label printed online, or attach one sent by the company. DO NOT PUT IRVING ISD, put Name/Department/School. Do not tear off any copies. The driver will leave your copy after they scan the package, so that you can track your package. Then, call and schedule a pickup (allow 2 hrs.) with instructions that the package will be at the front desk/reception area at your location, or give them your suite #, if you are having it picked up directly from your office.
11. Do not send outgoing UPS or FED EX packages to the Mail Center.



- Effective January 25, 2015, USPS approved Barcodes are required on all commercial 1<sup>st</sup> class parcels (boxes), priority mail, and certified items. (Please verify and double check the delivery address.)
- These are the green “Certified” Labels to be used on all IISD certified items.
- Order the Label 3800-N (FREE roll of 600) from the Post Office. Go to: <http://USPS.COM>, set up an account, go to postal store, shipping supplies, forms and label, and Label 3800- N.
- The green and white certified slips (for the front) will no longer be used when processing IISD items.
- The green return receipt card (for the back) will no longer be used when processing IISD items.
- On envelopes, the Label 3800–N should be placed on THE BACK of the “sealed” envelope, on the flap. The label should fold over the top edge, so that it is partially visible from the front also.
- On packages, the Label 3800–N should be placed at the TOP LEFT and folded over the edge.
- All certified tracking numbers will be sent back the next day.
- Go to: <http://USPS.COM>, enter the tracking numbers and press enter. (You may also sign up to have the signature e-mailed to you from this page.)



(FOLD OVER THE BOX)



## Inner Office Mail

All inner district mail must fit in these tubs and still allow the tubs to be stacked on top of each other:





Boxes like these do not fit and should not be sent through Inner District Mail.



A School Dude Work Order under Delivery can be submitted for large items that are not in compliance with the Mail Center's guidelines.

For all Mail Center questions or concerns, please contact:

DOCUMENT SERVICES  
(972) 600-5105

or

PRODUCTION  
(972) 600-5144