

MAIL 101

To ensure that your school business mail goes out in the most cost effective and timely manner, please follow the basic guidelines listed below.....And please keep in mind that district mailing services are for **SCHOOL BUSINESS ONLY**.....NO personal mail, birthday cards, etc...


1. All mail must have a return address
2. Address/address labels should be affixed in the center of the mail piece
please include: 'To the parent/guardian of' (For letters addressed to students)
3. All letters and postcards must maintain a 'clear area' of 5/8" at the bottom of each piece and a 'clear area' in the upper right corner. This will allow for barcodes and postage to be applied.

This means: **NO writing, symbols, stickers, dark color paper or inks, etc...in those areas
4. NO RED or dark colored envelopes.
5. Post Cards:
Minimum dimensions 3½ x 5
Max. dimensions 4¼ x 6
Anything larger will be charged @ letter rate postage
6. Flats should be sealed, and have the metal clasps covered or removed
****ABSOLUTELY NO STAPLES TO SEAL PIECES !!!****
7. Flats should be addressed with the longer sides @ the top and bottom
8. Fold-over and tri-fold letters are acceptable ONLY IF:
Fold is at bottom edge
Pieces are sealed on all open edges
****ABSOLUTELY NO STAPLES TO SEAL PIECES !!!****
9. Certified Letters must be addressed
and have the certified label affixed @ the TOP of the mail piece

Please see attached examples:

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LETTER

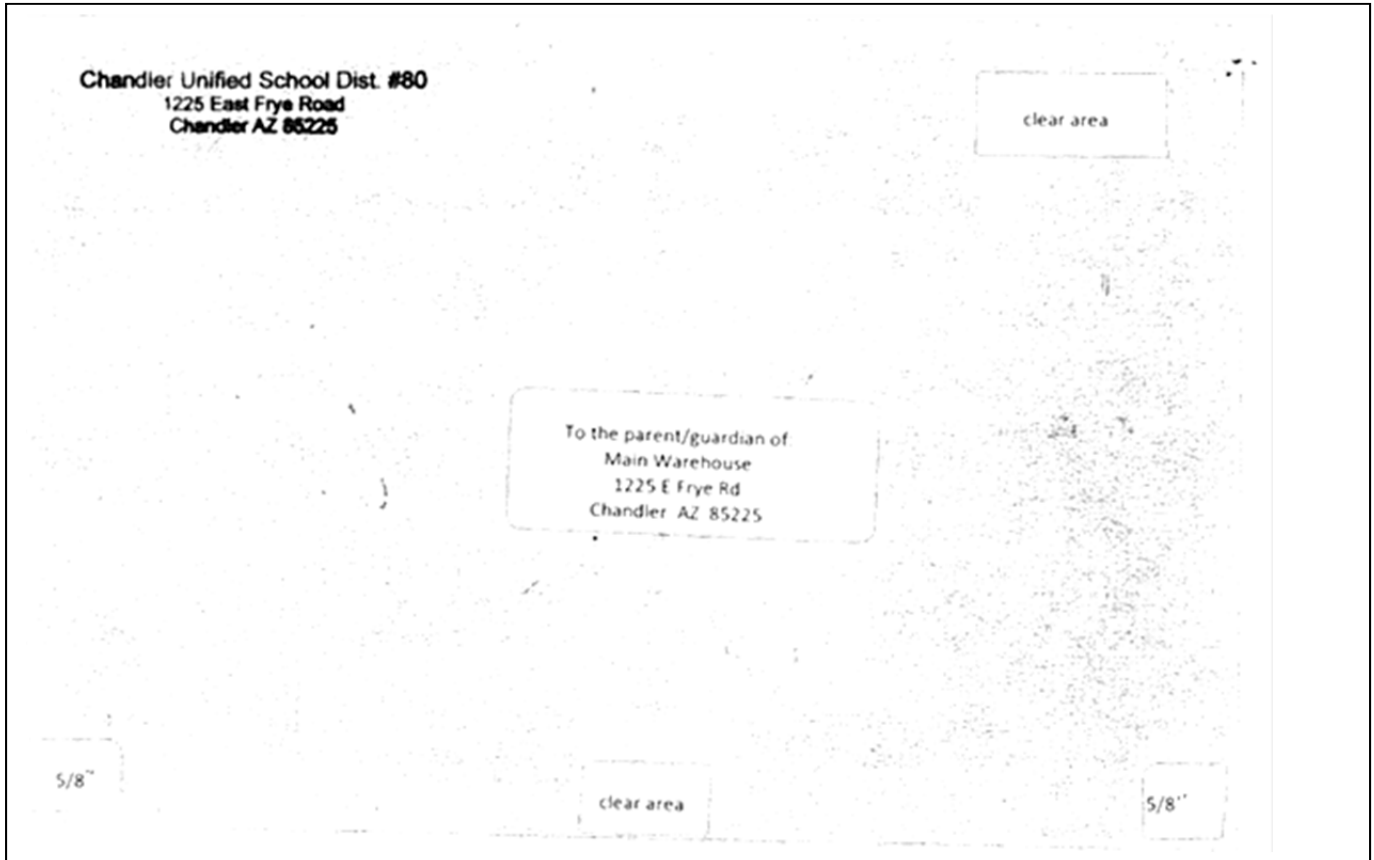
 <p>Chandler Unified School District "Dedicated to Excellence"</p>	<p>Chandler Unified School District No. 80 Administration Center 1525 West Frye Road Chandler, Arizona 85224</p>	clear area
<p>To the parent/guardian of: Main Warehouse 1225 E Frye Rd Chandler AZ 85225</p>		
5/8"	clear area	5/8"

POSTCARD

<p>Chandler Unified School Dist. #80 1225 East Frye Road Chandler AZ 85225</p>	clear area	
<hr/> <hr/> <hr/> <hr/> <hr/>	<p>To the parent/guardian of: Main Warehouse 1225 E Frye Rd Chandler AZ 85225</p>	
5/8"	clear area	5/8"

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FLAT



CERTIFIED

