U.S. Mail Guidelines and Procedures

1) All mail must have an address, which includes a physical address, city, state and zip code.

2) All mail must have a return address of your school or department.

3) Both the destination address and return address may be handwritten, typed or printed.

4) All addresses, either handwritten or labeled, must be in the center of the envelope. The destination address should NOT be lower than 5/8 inches from the bottom of the envelope; this is the barcode area.

5) If you are using a window envelope, a label may be placed over the window.

6) If you are using a window envelope, the entire address including the city, state and zip code must be visible inside of the window.

7) The letter must be folded properly to fit inside the envelope and **SHOULD NOT** obstruct the flap from folding over and sealing properly.

8) **ALL MAIL MUST BE INSIDE ENVELOPES**. Tri-folded and half-folded paper will jam and tear during the metering process.

9) Do not use crack-and-peel or self-sealing envelopes. These will need to be sealed by your campus or department before delivering to the mailroom.

10) Do not use red envelopes. Meter ink is red and is NOT visible on red envelopes.

11) Standard letter envelopes **MUST BE LEFT UNSEALED** with flaps up or down.

12) In large mail outs, please keep all handwritten letters separate from labeled and typed letters.

13) In large mail outs, please keep all letters and postcard addresses facing in the same direction.

14) All manila envelopes must be sealed. The meter machine cannot do this function.

15) If you are using manila envelopes with metal brads, the brad must be covered with tape in order to prevent damage to the meter machine.

16) All mail, including envelopes, flats and packages are picked up daily at 2:00 from the SAISD mailroom. Anything delivered after the deadline will be sent the following business day.

17) In the event of rain, please cover all mail to avoid water damage to the letters. Also, this will prevent them from sticking and gluing to each other.

18) Standard postcard dimensions are: 3.5" x 5" minimum and 4.25" x 6" maximum. All other postcard sizes will be metered at a letter rate. For metering purposes, we highly recommend using a non-glossy card stock paper to prevent jams and tearing.

19) Do not use glossy paper for postcards; the meter ink will smear.

20) A Printing Services Postage form, along with a budget code and authorized signature, must be provided for each mail out. This form is available for download at: **www.saisd.net/printingservices**

CONTACT INFORMATION:
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