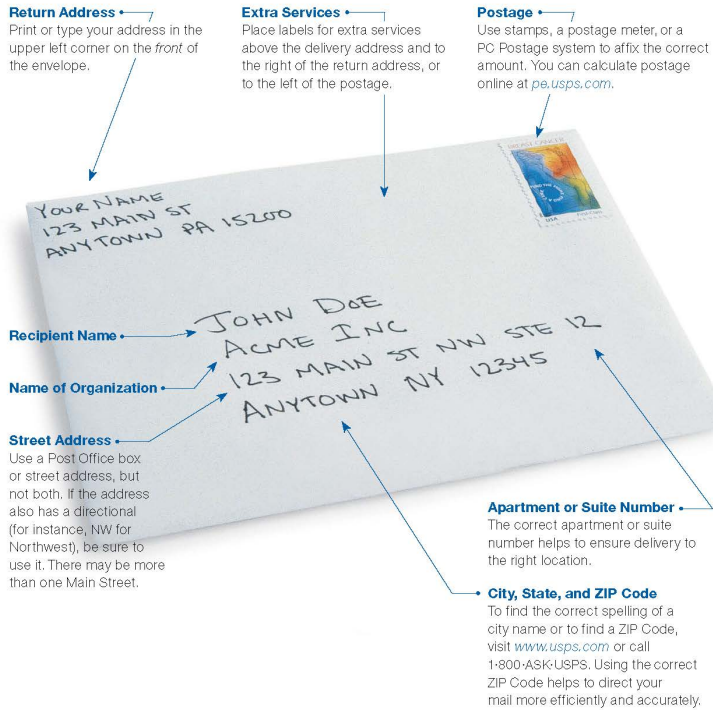


Addressing Your Mail

The accuracy of the address affects the speed and handling of your mail.



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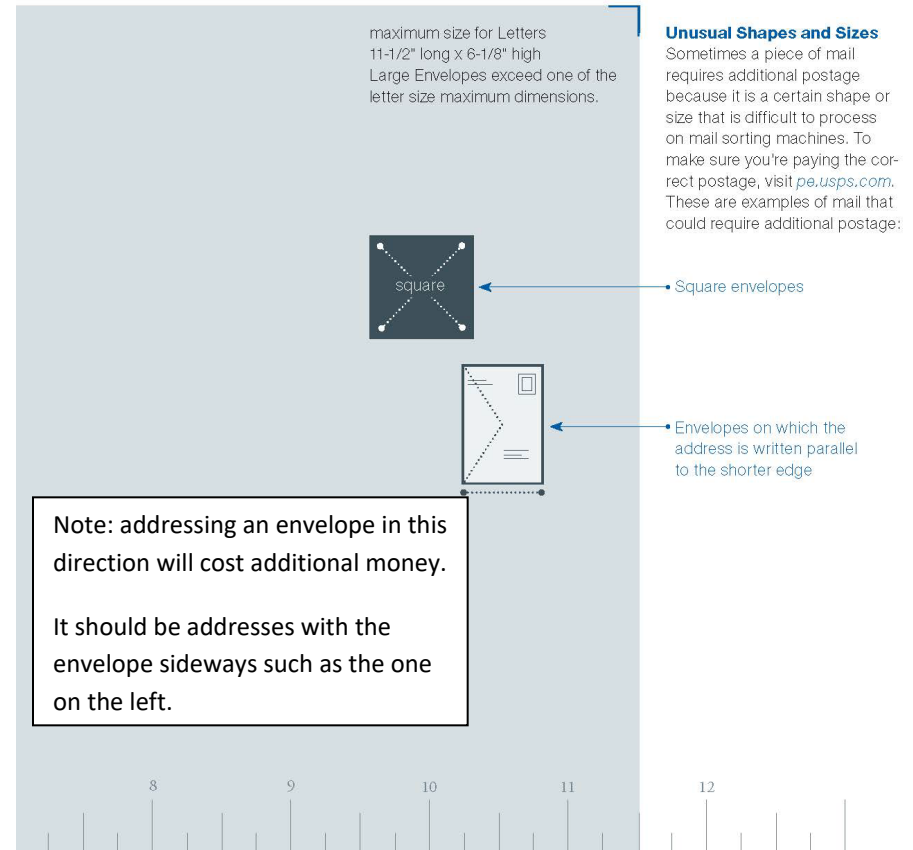
Return Address:

All outgoing mail pieces must have college return address. **Name of office sending mail or sender must be written above return address.** A delay in mailing out may occur if no name or department is written on envelope(s). No funds will be used to mail out personal mail pieces. The senders budget will be used to charge postage. Please notify staff if a different budget number will be used.

Extra Services:

Please notify staff if you require extra services such as Certified Mail, Return Receipt, Express, Insurance, Registered, etc. You will need to fill out forms for services. Extra costs.

Once a piece of mail exceeds the maximum length, height, or thickness of one shape, it automatically gets classified as the next largest shape.



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Postage:

Outgoing mail will be stamped with college indicia. Pieces that have USPS stamps will be taken to mailbox. No personal packages over 12oz. and must be able to fit into a regular curbside mailbox.

Recipient Name and Address:

Please follow the rules above in addressing mail.

All mail pieces must be left open. Our postage machine will seal envelopes. Please seal envelopes ONLY if you are using self-seal (tape and adhesive) envelopes.