

August 2016 MAIL CENTER GUIDELINES

ALL outgoing IISD U.S. mail and packages must have a complete TYPED return and 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. No personal packages will be processed by the Mail Center.

Please do not send library books or student records thru inter-office mail. Use the "designated" drivers.

Please do not include barcodes with your addresses. Only USPS certified barcodes are allowed.

Please do not send envelopes going from one dept. to another dept. within the Ad. Bldg.... to the Mail Center.

All mail must be in the Mail Center by 10:00 am to assure it goes out that same day.

Always place endorsements or messages on the LEFT side of USPS items. (i.e. confidential, sign and return, your name/dept., etc.)

Do not use envelopes with brads, buttons, brackets, clamps, pens, or anything that may poke thru 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 machine can't peel off the strips.

Please attach a sticky note on letters 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 3 pages must be sealed BEFORE arriving in the Mail Center.

Please seal all large envelopes before sending them to the Mail Center.

Separate "sealed" and "unsealed" envelopes, do not bundle them together.

No flyers will be processed...they jam in the machine.

\$ \$ \$ Money Saving Tips : (Verify the delivery address.)

When possible, use postcards instead of envelopes. This will cut your cost from .46+ down to .34.

When mailing 5 to 10 pages,,,fold them (don't roll them) in half and use a 6 x 9 envelope instead of using a 9 x 12 or 10 x 13 flat envelope. This will cut your cost from .94+ down to .70+.

When mailing more than 10 pages,,,,,please do not tri-fold them...use a large envelope. This will cut your cost from 2.45+ down to .94+.

When possible, use Signature Confirmation instead of Certified when sending priority mail and packages. This will cut your cost from 4.65+ down to 2.35+.

When shipping boxes always use the smallest box possible and pay close attention to the Carrier's surcharges. USPS Priority Mail Regional Rate Boxes are usually the cheapest for small local packages.

When ordering from Vendors, be sure to include with your address: Ship To: **Your Name**
Your Department / School
DO NOT PUT IRVING ISD **Suite # (If at the Ad. Bldg.)**

If your package will be a large box or when ordering a lot of packages, please have them delivered to the warehouse to: Your Name / Your Department / School at 3620 Valley View Lane, 75062. **DO NOT PUT IRVING ISD. Do not tear off any copies. The driver will leave your copy after they scan the package so that you can track your package.** When you are ready for them, place a work order to have them brought to your suite or school.

When sending packages out,,,VERIFY the delivery address and then, fill out the shipping label from the mailroom (Ad. Bldg.), attach a label that you printed on-line, or attach one sent to you by the company. DO NOT PUT IRVING ISD. Put Your Name / Your Department / School. Then, call and schedule a pick up (allow 2 hrs.) and tell them you will leave the package 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. Do not send outgoing UPS or FED EX packages to the Mail Center.

For all Mail Center questions or concerns, please contact :
Linda Ivy, Mail Center Clerk
3620 Valley View Lane
(972) 600 – 5123



Effective Jan. 25th, 2015, USPS approved Barcodes are required on all commercial 1st class parcels (boxes), priority mail, and certified items.

These are the green "Certified" Labels to be used on all IISD certified items.

Please order the **Label 3800-N** (FREE roll of 600) from the Post Office as soon as possible, if you have not done so.

(Go to : USPS.COM....set up an account....postal store...shipping supplies....forms and labels.... **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 to you the next day.

