

MAIL PROCEDURES FOR MAIL ROOM AND CENTRAL RECEIVING

PLEASE FOLLOW THE STEPS LISTED BELOW IN ORDER TO HELP US PROCESS
YOUR MAIL REQUESTS MORE QUICKLY AND EFFICIENTLY.

METERED POSTAL MAIL

ENVELOPES

- ✦ When needing Envelopes sealed, make sure all flaps up & over lapping each other.
- ✦ Please seal thick envelopes and all large envelopes. Tape all envelopes with brads.
- ✦ Use envelopes that are as close as possible to the size of the enclosures.
- ✦ Letters **MUST BE** in envelopes. (no tri-fold or single fold).
- ✦ Seal small or odd size envelopes. Postage machine will not seal less than a No. 10 size envelope.
- ✦ Fronts of envelopes must face one direction with mail slip attached.
- ✦ Separate sealed from unsealed (to be metered) mail.
- ✦ Separate different sizes of envelopes to avoid smaller ones being overlooked.
- ✦ Separate stamped, no postage due, and business reply envelopes from those that are to be metered. (seal all envelopes with postage already attached including business reply and no postage due).
- ✦ Separate regular class mail from bulk mail outs. (please attach regular postage slips or bulk mail forms to mail outs).
- ✦ Please make sure postage mail slip is completed and attached to mail to be metered when the mail carrier comes to pick up your mail. **It is not his/her responsibility to fill out the slip for you.**
- ✦ Check for empty or un-addressed envelopes among the mail.
- ✦ When sending out large mail outs, place in mail trays—**no rubber bands or post it notes.** (Contact mailroom for mail trays)
- ✦ Postcards should be no less than 3 1/2" by 5" in size. Use card stock 009" or thicker. No slick surface.

ADDRESSING

- ✦ Address should be block form with left margin, beginning in the middle of the envelope.
- ✦ Apartment numbers should be on the same line as the street address.
- ✦ Never use a street address and a post office box number in same address.
- ✦ City, state and zip code should be the bottom line of address.
- ✦ Zip codes must always be included.
- ✦ A return address must be on all items with Department name.
- ✦ The mail room can not meter mail with personal addresses.
- ✦ Leave upper right hand corner clear for postage. **No tape or addresses in upper right hand corner.**
- ✦ **Certified Mail**—Leave a 3 1/2" space for postage in upper right hand corner when placing "Certified return receipt" on mail. **Do not cover the address.**
- ✦ Address must be on the envelope.
- ✦ All mailings, including certified mail, must be at the Mail Room by 1:00 pm to meet the 3:30 pm US Post Office deadline.

PACKAGES, LARGE MAILING ENVELOPES, NEWSPAPERS AND FILMS

- ✦ No tape on front right corner where postage goes.
- ✦ Packages should be wrapped and sealed securely.
- ✦ It is helpful in determining the contents of packages and large Envelopes are noted.
- ✦ Newspapers should be folded uniformly-wrap a piece of plain paper around the newspaper and tape; use the address area.
- ✦ Packages, large mailing envelopes, newspapers and films should be addressed correctly in the same manner as above.
- ✦ Seal all large mailing envelopes larger than letter size.
- ✦ Packages being sent UPS will need to be at the mail room by 9:00am or they will be picked up by UPS the next business day.

INTEROFFICE MAIL

- ✦ Use only designated interoffice envelopes.
- ✦ Never use white mailing envelopes, as they can be confused with mail to receive postage.
- ✦ Interoffice envelopes that are green can be purchased from the school store.
- ✦ Separate interoffice envelopes from letters to be stamped.

Addressing

- ✦ When sending mail to a particular person, always include the location and department. Failure to designate location causes needless delays. Due to this, all interoffice mail not properly addressed, will be returned to sender, if known.
- ✦ Always indicate the sender's name and location.
- ✦ Address the envelope under the last name listed.

BULK MAIL

- ✦ Please do not mix Regular Mail with Bulk Mail.
- ✦ Bulk mail outs must contain at least 200 pieces of the same weight, size, and the same message (**no personal information**)
- ✦ Use the return address:
ECISD
DEPT. NAME/CAMPUS NAME
P. O. BOX 3912
ODESSA, TX. 79760
- ✦ Please use **new envelopes with ECISD return** (sold in the School Store), if they need to be folded and stuffed.
- ✦ The mail room must receive bulk material (3 days) prior to date of mailing.
- ✦ Place material in mail tray facing the same direction. (Please request a mail tray from your mail carrier or call the Mail Room.
- ✦ Postcards must be 3 1/2" high X 5" long X 009" thick and not a slick surface.
- ✦ If mailout is more that 2 pages, please contact mail room for instructions.
- ✦ Addresses for multiple page mailout may be labeled or hand written.

- ✦ Mail out does need to be sorted by zip code if they are large envelopes.
- ✦ Bulk mail form must be completed and submitted with material.
- ✦ When bulk mail is ready for postage, contact mail room with specific quantities and mailing deadline date.

SMART MAILER INSTRUCTIONS

- ✦ The mail room recommends using the Smart mailer for automation discount.
- ✦ The Smart mailer will sort zip codes and verify addresses. The US Post Office Gives a postage discount for automated addressing which saves cost on general supplies. All material for Smart mailer requests could take up to 5 days to process.
- ✦ Contact Data PEIMS Services for Smart mail disk. Please specify it is for the Smart mail.
- ✦ Please use new envelopes purchased from the School Store. Envelopes can not be bent.
- ✦ Bulk Mail form must be submitted with Smart Mail disk.

JUNK MAIL

All mail addressed to Ector County Independent School District and mailed through the U.S. Postal Service will be delivered to Central Receiving. The following procedures will be followed when handling mail (not including freight).

The lead techs for the Mailroom and Cen. Receiving will presort all mail. Each route mail carrier will sort the route's mail.

If the mail is addressed to a department/school, it will be delivered by ECISD mail carriers to that location. If the mail is addressed to an individual with a department/school address, it will be delivered to that location by the ECISD mail carrier.

If the mail is addressed to an individual with no department/school, the mail will be placed in a holding bin for later handling. If the mail is addressed to ECISD or Ector County Independent School district, it will be placed in a holding bin for later handling. If the mail is not properly addressed, it will be refused and returned to the U.S. Post Office.

Items in the holding bin will be handled in the following manner.

- Junk Mail (sale flyers, announcements, etc.) will be discarded.
- Catalogs - Designated School or Purchasing Department.
- To Whom It May Concern Letters - Public Information Office
- TEA information not addressed to individual or department - Superintendent's Office.
- Identified mail will be sent to the proper department/school.

Items in the holding bin will be opened by the lead techs or mail room supervisor and sent to the proper department/school or discarded. The bin will be sorted **at least** every other day. Please help by letting people, companies, etc. you do correspondence with know that they need to put a name and school name, or department name on all correspondence.

If you have any questions concerning any part of the mailing process, contact:

Jeni Criswell - Mail Room Lead Tech

432-456-9852

**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
BULK MAIL REQUEST FORM**

PH. - 456-9852

Fax - 456-9758

Mail Room Must be notified by phone of deadline date and must receive mail out 3 days prior to mailing date.

Must have at least 200 pieces - No Personal Information

If envelopes are not sealed, all flaps up and overlapping each other.

Mail piece will be opened, if sealed, to check for Bulk Mail Eligibility.

DATE SUBMITTED: _____

TEACHER NAME: _____

CAMPUS/DEPARTMENT: _____

CHARGE TO ACCOUNT: _____

MAIL OUT NAME: _____

NUMBER OF PIECES: _____

DEADLINE DATE: _____

STAMP ONLY: _____

***YOU MUST CONTACT DATA PEIMS SERVICES FOR DISKETTE BEFORE SENDING SMARTMAILER
REQUEST TO MAIL ROOM.***

Please allow 5 days for smart mailer requests.

Authorized By: _____ Date: _____

Principal, Dept. Head