

# Guidelines for your larger mail outs

In order to be more efficient in our mailing process, we need your help. Here are some guidelines to follow. This will help us get your mail request out in a more efficient and timely manner.

- 1.** When sending out a **LARGE** mailing, please place all mail pieces in the plastic trays provided to us from the post office. *For large mailings only—Contact mailroom for plastic mailing trays. **No rubber bands or post it notes.***
- 2.** Please make sure that all envelopes are facing the same direction. If the envelopes for your mail-out need to be sealed, make sure all flaps are up and overlapping each other.
- 3.** Keep sealed envelopes separate from unsealed envelopes.
- 4.** Separate Regular Class mail pieces from Bulk Mail pieces. *(please attach regular postage slips or bulk mail forms to your mail request).*

Thank you,  
Jeni Criswell  
Mail Room 456-9852