



Mailing Guide

A quick reference for all of your mailing needs

Published: October 1, 2013 Last

Revision: October 24, 2018

Purpose

This guide is designed to provide employees with the proper procedures as they prepare and mail district letters, flats, and packages.

Instructions

1. Find the item you are mailing in the “What are you mailing?” table.
2. Go to the selected item’s mailing procedures.
3. Follow the procedures provided.
4. Contact the Mail Room or District Purchasing with any questions.

Questions

If after reviewing this guide you have questions please contact Purchasing at either:

Mail Room District Purchasing
385-646-7367 385-646-4518

What are you mailing?

What are you mailing?	Procedure	Procedure Number
Business Letter	1 st Class Envelope	A
Certified Letter/Flat/Package	Certified Mail	G
Counselor Letter	1 st Class Envelope	A
Cum Folder/Student Records	1 st Class Flat	B
Failing Notice	1 st Class Envelope	A
Immunization/Vaccination Letter	1 st Class Envelope	A
Magnetic School Calendar	Bulk Mail	E.1
Package/Box	1 st Class Package	C
Parent Family Notice Letter	1 st Class Envelope	A
Post Card (less than 200 pieces)	1 st Class Post Card	D
Post Card (more than 200 pieces)	Bulk Mail	E.2.a
Priority Letter/Flat/Package	Priority Mail	H
Registration Packet	Standard Class Flat	F
Report Card	1 st Class Envelope	A
School Newsletter (more than 200 pieces)	Bulk Mail	E.2.b
Special Ed Records	Priority Mail	A or H
Student Fees/Fines Request Letter	1 st Class Envelope	A
Teacher Letter	1 st Class Envelope	A
Truancy Letter	Certified Mail	G

Procedures

A. 1st Class Envelope

1. Add address and return address to envelope. Address should be typed, not handwritten, on the envelope in a san-serif font (Arial or Helvetica), larger than 8 point font size, and in ALL CAPITALS. Mail label example (Arial, 11pt):

GRANITE SCHOOL DISTRICT MAIL
2500 SOUTH STATE STREET
SALT LAKE CITY, UTAH 84115

2. Fold and insert mail into envelope.
3. Seal the envelope.
4. Place in District Mail basket/bag.
5. Piece will be mailed the same day it is picked up by District Mail.
6. Postage will be billed back to your location.

B. 1st Class Flat

1. Add address and return address to envelope. Handwritten addresses are accepted, but typed addresses matching the format provided in Procedure A. 1st Class Envelope section are preferred.
2. Insert mail into envelope.
3. Seal the envelope. Place a piece of tape over any metal tabs.
4. Place in District Mail basket/bag.
5. Piece will be mailed the same day it is picked up by District Mail.
6. Postage will be billed back to your location.

C. 1st Class Package

1. Add address and return address to package. Handwritten addresses are accepted, but typed addresses matching the format provided Procedure A. 1st Class Envelope section are preferred.
2. Insert mail into package.
3. Seal the package with packing tape.
4. Place in District Mail basket/bag.
5. Piece will be mailed the same day it is picked up by District Mail.
6. Postage will be billed back to your location.

D. 1st Class Postcard

1. Add address and return address to postcard. Address should be typed, not handwritten, on the card in a san-serif font (Arial or Helvetica), larger than 8 point font size, and in ALL CAPITALS. Mail label example (Arial, 11pt):

GRANITE SCHOOL DISTRICT MAIL
2500 SOUTH STATE STREET
SALT LAKE CITY, UTAH 84115

2. Place in District Mail basket/bag.
3. Piece will be mailed the same day it is picked up by District Mail.
4. Postage will be billed back to your location.

- E. Bulk Mail** – This mail type is classified as either enveloped or unenveloped (folded self-mailing newsletter or post card) select your type and follow the procedures. Please rubber band all bulk mail together to help us in our processing. **Bulk mail should be utilized where possible due to significant price savings. On average the cost is three to four times less expensive than a 1st class rate.**

1. Bulk Mail-Enveloped Type

- a. Must have 200 pieces to qualify.
- b. Cannot contain personal information.
- c. Must have Granite School District as the first line in return address. School or Department name and address can then follow. Example:

GRANITE SCHOOL DISTRICT
THOMAS JEFFERSON JR. HIGH SCHOOL
5850 SOUTH 5600 WEST
KEARNS UT 84118

- d. Must keep the 841 and 840 zip code groups separate.
- e. **Do not print the district's non-profit permit on the envelope or mail piece.**
- f. All pieces must show either "Return Service Requested" under the return address or "Or Current Resident" in the address.
 1. Use "Return Service Requested" only when you want the piece returned with notice of the forward address. ****Please note that returned pieces will incur a postal fee for the return service. The current rate is \$0.49 a piece****

2. The use of “Or Current Resident” is preferable when you do not desire to receive notice of the failed delivery. The piece will remain at the residence and no fee will be incurred.
- g. Envelopes with only one (1) inserted page do not need to be sealed, but should have the flaps down and all pieces are to be facing the same direction in a USPS mail tray. Trays available upon request from your district mail person.
- h. Envelopes with two (2) or more pages should be sealed. Pieces go through the meter much easier and faster.
- i. Pieces should all be facing the same direction in a USPS mail tray available upon request from your district mail person.
- j. Place tray in your district mail pickup location with a note clearly indicating that the mailing is bulk mail. **If you fail to mark the mail, you may pay the full first class postage rate.**
- k. Piece will be mailed the same day it is picked up by District Mail.
- l. Postage will be billed back to your location.

2. Bulk Mail-Unenveloped Type (postcards or newsletters)

- a. **Postcards**
 1. Must have 200 pieces to qualify.
 2. Cannot contain personal information.
 3. Must have Granite School District as the first line in return address. School or Department name and address can then follow. Example:

GRANITE SCHOOL DISTRICT
THOMAS JEFFERSON JR. HIGH SCHOOL
5850 SOUTH 5600 WEST
KEARNS UT 84118
 4. Must keep the 841 and 840 zip code groups separate.
 5. **Do not print the district’s non-profit permit on the envelope or mail piece.**
 6. All pieces must show “Or Current Resident” in the address.
 7. The mail piece should not include “Return Service Requested” anywhere on the piece.
 8. Must be cut exactly the same size and be least 3-1/2 inches high x 5 inches long x 0.007 inch thick and no more than 4-1/4 inches high x 6 inches long x 0.016 inches thick.

9. Minimum basis weight of 75 pounds or greater.
10. **Address side of card cannot be glossy, because it inhibits the application of the postage ink.**
11. Must adhere to USPS requirements of 201.3.16 from [USPS Quick Service Guide 201b](#).
12. Pieces should all be facing the same direction in a USPS mail tray available upon request from your district mail person.
13. Place tray in your district mail pickup location with a note clearly indicating that the mailing is bulk mail. **If you fail to mark the mail, you may pay the full first class postage rate.**
14. Piece will be mailed the same day it is picked up by District Mail. **However, the standard class postage will not arrive next day. Anticipated delivery date is 5-6 days from the date of pickup. Please plan accordingly.**
15. Postage will be billed back to your location.

b. **Folded Self-Mailing Newsletter**

1. Must have 200 pieces to qualify.
2. Cannot contain personal information.
3. Must have Granite School District as the first line in return address. School or Department name and address can then follow. Example:

GRANITE SCHOOL DISTRICT
THOMAS JEFFERSON JR. HIGH SCHOOL
5850 SOUTH 5600 WEST
KEARNS UT 84118
4. Must keep the 841 and 840 zip code groups separate.
5. **Do not print the district's non-profit permit on the envelope or mail piece.**
6. All pieces must contain "Or Current Resident" in the address.
7. The mail piece should not include "Return Service Requested" anywhere on the piece.
8. Folding-Newsletters need to be tri-folded if just one page or folded in half if more than one page.
9. If the newsletter is just one page it needs to be on 70 lb. paper. If it is more than one page only the cover needs to be on 70 lb. paper and the inserts can be on regular 20 lb. copy paper.

10. Seal each mail piece with either non-perforated mail tabs or with cellophane tape, staples cannot be used. **See illustrations in Appendix A for placement of seals.**
11. After preparing the mail pieces place them all facing in the same direction in a USPS mail tray. Trays are available upon request from your district mail person.
12. Place tray in your district mail pickup location with a note clearly indicating that the mailing is bulk mail. **If you fail to mark the mail you may pay the full first class postage rate.**
13. Piece will be mailed the same day it is picked up by District Mail. **However, the bulk will not arrive next day. Anticipated delivery date is 5-6 days from the date of pickup. Please plan accordingly.**
14. Postage will be billed back to your location.

F. Standard Class Flat

1. Add address and return address to envelope. Address label must be placed on right side of the vertical center line of the envelope.
2. Address must include "or Current Resident".
3. Do not include "Return Service Requested" on envelope.
4. Stuff envelopes.
5. Seal envelopes.
6. Contact district mail for USPS mail tubs two days prior to mailing date.
7. Place envelopes in tubs.
8. Place in District Mail basket/bag.
9. Piece will be mailed the same day it is picked up by District Mail. **However, the standard class postage will not arrive next day. Anticipated delivery date is 5-6 days from the date of pickup. Please plan accordingly.**
10. Postage will be billed back to your location.

G. Certified Mail

This service provides proof of mailing at time of mailing and the date and time of delivery or attempted delivery. Return Receipt can be added to confirm delivery for an additional fee.

1. Same procedures as first class mail (see procedure A, B, or C), except you will need to fill out a certified mail form for each piece. You can obtain these from your district mail driver.

2. Please refer to [USPS rate table](#) for applicable rates.

H. Priority Mail

This service offers fast delivery in 1, 2, or 3 days based on where your package started and where it's being sent. You also get free boxes and envelopes, limited insurance coverage against loss or damage, and USPS Tracking included.

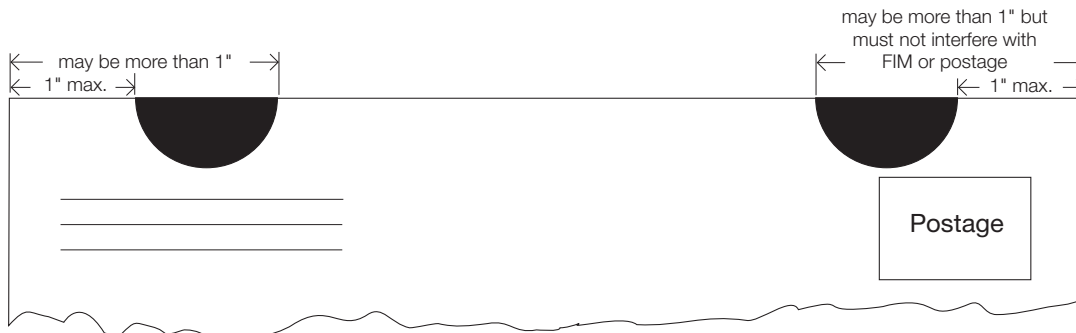
1. Same addressing procedures for first class mail (see procedure A, B, or C), but must be sent in a USPS priority mail envelope or box. You can obtain these from your district mail driver.
2. Please refer to the [USPS rate table](#) for applicable rates.

Appendix A

Newsletter Seal Placement Guide

- Overview** Unenveloped letter-size mailpieces prepared for automation mailings must be secured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Standards for tabbing are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of the mailpiece may be continuously glued or spot glued. Continuous glue or spot glue is permissible with single-sheet self-mailers and postcards, and specific booklet designs.
- Physical Standards (201.3.11)** Number and location of tabs or wafer seals are specified for particular types of letter-size mail. In all cases, additional tabs may be used.
- Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) must not interfere with recognition of the barcode, rate marking, postage identification, or required address information. In all cases additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for water-based ink.
- Adequate adhesion is required.
- Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see below) and the sheet size below.
- Letter-Size Folded Self-Mailers (201.3.14)** Folded edge (bottom) must be parallel to the longest dimension (length) and address of the mailpiece. All references to paper weight are for book-grade paper unless otherwise noted. The conversion table in DMM [Exhibit 201.3.2](#) provides a paper basis weight cross-reference.
- With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.
- Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 70 pounds.
 - Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 60 pounds.
- With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).
- With folded edge on right (leading) edge: left (trailing) edge and other open edges must be secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight.
- Letter-Size Booklet-Type Mailpiece (201.3.15)** The mailpiece must be tabbed (secured) with nonperforated 1-1/2 inch tabs, glue, or 1-1/2 inch wide tape. See DMM [201.3.15](#) for illustrations and design details for booklets.
- Postcard (201.3.16)** Minimum basis weight 75 pounds or greater. Double postcards must have folded edge at the top or bottom. The open edge must be secured with one tab in the middle.

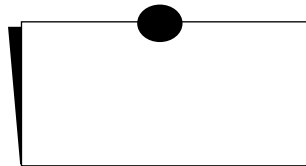
Placement of Tabs and Wafer Seals (201.3.14)



Specifications for Automation-Compatible Letter-Size Mailpieces

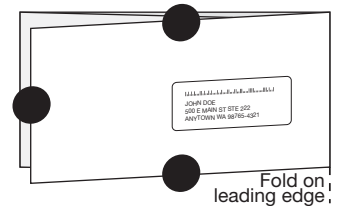
Double Postcard

Tabs 1 (middle)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 75 lb.



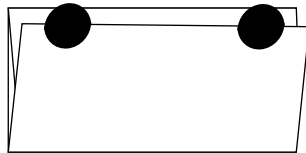
Folded Self-Mailer

Tabs 3 (left and open edges)
Folded Edge Right
Sheets Single
Basis Weight 75 lb.



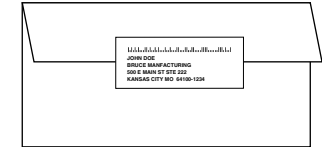
Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 60 lb.



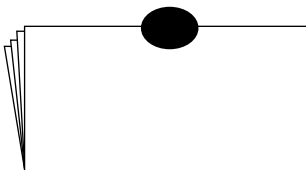
Folded Self-Mailer (Invitation Fold)

Tab Address Label
Folds Top and Bottom
Sheets Multiple
Basis Weight 60 lb.



Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Multiple
Basis Weight 60 lb.



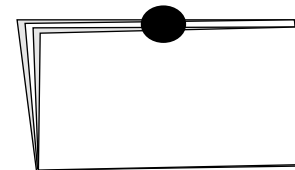
Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top
Folded Edge Bottom
Sheets Single
Basis Weight 75 lb.



Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Single
Basis Weight 70 lb.



An 8-1/2 x 11 inch sheet of paper folded once to 8-1/2 x 5-1/2 inches does not necessarily meet the minimum thickness of 0.009 inch for an automation-compatible letter.

See DMM 201.3.15 for illustrations and design details for booklets.