

OUTGOING MAIL GUIDELINES

We send all outgoing mail through the Postal Service.

Postal Service- regular mail

- 1) All mail must have the department's account#. This is used to properly charge mail expenses.
- 2) Letter envelopes must be sealed.
- 3) International mail must be separated from domestic (US) mail.
- 4) Any time you are mailing more than two letters they must be faced (turn the same way) and tied with a rubber band.
- 5) Regular letter envelopes, envelopes containing more than three sheets, and all envelopes larger than letter-size must be sealed by the sender because the automatic sealer will not work on thicker or larger envelopes.

Postal Service- certified mail

- 1) Certified mail is to be used only when it is absolutely necessary to have a legal record of delivery as the additional postage on each piece is \$4.42.
- 2) The return receipt (green card) needs to be addressed and account # on the front so that it can come back to your department. On the back you need to write the article number (number from the green slip) and the full address of the person to whom it is being mailed. The card should be attached to the back of the mail piece.
- 3) The slip should be split along the dotted line and the part bearing the number should be attached to mail piece on the middle of the top margin thus leaving room for the postage at the right end and the return address on the left end. The rest of the slip is retained by you after filling the recipient's information and dated mailed.

Postal Service- Express mail

- 1) Express mail requires that a label be filled out. Labels and mailing envelopes and boxes are available in the Mail Center. The postal services also furnishes envelopes and boxes for priority mail to Miami Dade College and recommends these be used

whenever possible. This saves the college funds and assures we receive the service we require.

- 2) It is suggested that you use typewriters to fill out the Express mail labels as they consist of 5 copies and it is hard to penetrate the form when hand written.