

## Helpful Hints

### **Helpful Hints to Speed up Your Regular Mail**

Ensure that outgoing mail is separated according to type (i.e. Inter-office, First Class, Presort, Handwritten, Account Number, basic Zip, Zip+4, etc.)

Use tabs instead of staples on mailings to minimize the possibility of damage to machinery and injury to mail handlers.

Face all envelopes in a mailing the same way. This enables mail handlers to process your mail faster and more efficiently.

Separate mail using Zip+4 from mail using just basic Zip and rubber band each stack separately. This will ensure that the cheapest rates available are utilized.

When using “flats” or “manila envelopes”, ensure that the address label is placed on the side without the flap, and ensure that the flap is to the right of the label. The meter machines process mail from left to right, and mail processed backwards can cause damage to the machine or damage to the envelope.

### **Helpful Hints to Speed up Your Interoffice Mail**

Use interoffice envelopes for interagency mail.

To prevent accidental application of postage, avoid using standard white envelopes or plain “manila” envelopes for interoffice mail. If you must use these, tape a paperclip to the front of the envelope to differentiate from U.S. Postal Service mail.

Address interoffice mail with correct receiver’s name, section, address or suite number. Mail addressed only to a receiver and agency name must be returned to you for further information.

Interoffice mail should be sent only to authorized agencies in the interagency courier network. Mail to other locations can be delivered to locations outside of the interagency network as a special delivery.