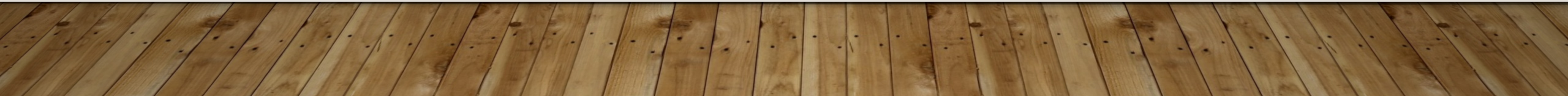


MAIL INFORMATION

FOR SCHOOL AND ADMINISTRATIVE BOXES

STANDARD, FIRST CLASS PRESORTED AND FIRST CLASS MAIL OUTS

2020-2021



POSTAGE RATES

EFFECTIVE JANUARY 24, 2021

First-Class Letters		
	Full Rate	Pre-Sort Discounted Rate
1 Ounce	\$0.53	\$0.485
2 Ounces	\$0.73	\$0.485
3 Ounces	\$0.93	\$0.485
3.5 Ounces	\$1.13	\$0.485

First-Class letters that exceed 1/4" thickness will be subject to Flats pricing (oversized mail).



Letter Dimensions:

Length

Maximum

5 Inches

Minimum

11 1/2 Inches

Height

3 1/2 Inches

6 Inches

Thickness

.007 Inch

1/4 Inch

SPECIALTY RATES

Postcards	3 ½ x 4 ¼ Inches	\$0.40
Flat Legal Envelope	Over 5 x 11 ½ Inches	Starting at \$1.16
Certified Letter	Standard Letter Dimensions	Starting at \$7.33
Certified Flat Legal Envelope	Over 5 x 11 ½ Inches	Starting at \$7.96
Priority	1 lb	Starting at \$7.95
Express	½ lb	Starting at \$26.35
	1 lb	Starting at \$26.75
	2 lb	Starting at \$27.15

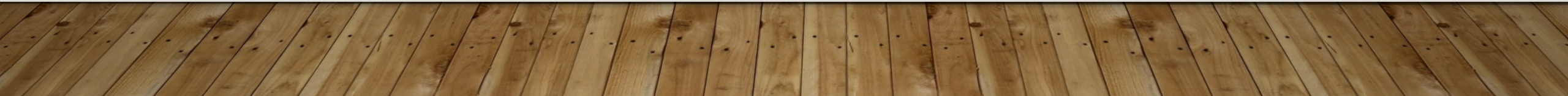
*Please note all mail will be metered at pre-sort rate unless it is a large envelope, any color other than white or any specialty rate.

U.S. FIRST-CLASS MAIL & MAILING TIPS

- Please contact the Mailroom as soon as you are considering doing a mass mailing to...
 - a) Discuss your mailing project and suggest options that will aid in the successful completion of your project
 - a) Allow us to tentatively schedule your mailing to ensure we can provide the service you need in a timely manner
- Please include a [Postage Request form](#) with a valid budget number for all mail outs
- All peel & stick, flat envelopes and invitation envelopes must be sealed before drop off
- Standard envelopes can be sealed by the Mailroom but the individual flaps must be down, not overlapping other envelopes

- Please have all mail pieces facing in the same direction
- Tri-fold pieces of paper cannot be metered
- Postcards must be printed on a sturdy white cardstock
- We can only meter white or manilla envelopes or postcards
- All domestic mail weighting over 16 ounces bearing stamps, as well as international and military APO/FPO mail weight 16 ounces or over, **MUST** be presented to a retail clerk at the Post Office
- Mail must be in the Mailroom no later than 3:00 pm to be processed the same day
 - Large mail outs should be in the Mailroom no later than 12:00 noon

Due to fluctuating volume, we cannot guarantee your large mail out will go out the same day. However, mail that is in by noon will have a better chance of being processed before the daily mail pick up



INSERTER GUIDELINES

- Only 8.5”x 11” standard 20lb copy paper can be inserted
- 3 page maximum – pages can be collated or individually sorted
- You must provide your own #10 envelopes
 - We do not print on envelopes nor apply address stickers

INTER-DEPARTMENTAL MAIL

Mailbox is located underneath the department/school name

There are 2 Mail slots and 2 Mail boxes mail articles can be left in which are checked several times a day

- Mail for School Boxes

- Red Bags are delivered to the campuses only once a week
 - Please see delivery schedule on next page
- A 927 form must be completed and the warehouse contacted for delivery of any items too large to fit inside a red bag
- Name and/or School Name & School number must be clearly visible

- Mail for Administration Boxes

- Name and/or Department Name & Suite number must be clearly visible
- If you receive mail addressed to another department, please return to the Mailroom

Monday			Tuesday			Wednesday			Thursday			Friday		
#	School	Route	#	School	Route	#	School	Route	#	School	Route	#	School	Route
227	Delores Huerta ES	1	129	John T White ES	1	186	David K Sellars ES	1	134	Greenbriar ES	1	104	Boulevard Heights	1
049	Kirkpatrick MS	1	219	Lowery Road ES	1	045	LA @ Forest Oak	1	137	Hubbard Heights ES	1	107	Burton Hill ES	1
085	Marine Creek Collegiate	1	206	B.J. Elliott ES	1	132	Glen Park ES	1	021	Success HS	1		Farrington Field	1
139	M.L. Kirkpatrick ES	1	047	Handley MS	1	130	Harlean Beal ES	1	057	Rosemont MS	1	154	Mary L Phillips ES	1
008	North Side HS	1	188	Atwood McDonald ES	1	144	Mitchell Blvd ES	1	131	Rosemont Park ES	1	149	North Hi Mount ES	1
161	Sam Rosen ES	1	126	East Handley ES	1	133	W.M. Green ES	1	226	Seminary Hills Park ES	1	053	William Monnig MS	1
172	W.J. Turner ES	1	070	Jean McClung MS	1	111	Carter park ES	2	014	Southwest HS	1	116	Lily B Clayton ES	2
051	Meacham MS	2	125	Eastern Hills ES	2	222	Clifford Davis ES	2	178	Westcreek ES	1	229	Overton Park ES	2
223	Cesar Chavez Primary	2	006	Eastern Hills HS	2	115	George C Clarke ES	2	055	Applied Learning Cntr	2	010	Paschal HS	2
004	Diamond Hill Jarvis HS	2	141	Meadowbrook ES	2	064	Glencrest 6th	2	103	Benbrook ES	2	120	Rufino Mendoza ES	2
122	Diamond Hill ES	2	052	Meadowbrook MS	2	016	O.D. Wyatt HS	2	071	Benbrook M/HS	2	171	Tanglewood ES	2
138	H.V. Helbing ES	2	162	Sagamore Hill ES	2	165	Richard J Wilson ES	2	062	Int'l Newcomers Acad	2	177	Westcliff ES	2
146	M.H. Moore ES	2	105	West Handley ES	2	086	TCC-Collegiate HS	2	157	Luella Merrett ES	2	101	Alice Carlson AL	3
175	Washington Hgts. ES	2	153	A.M. Pate ES	3	184	Worth Heights ES	2	156	Ridglea Hills ES	2	002	Arlington Heights HS	3
081	Y W L A	2	005	Dunbar HS	3	119	Daggett ES	3	207	Westpark ES	2	117	Como ES	3
148	Charles Nash ES	3	059	Jaquet MS	3	042	Daggett MS	3	084	World Leadership Inst	2	063	Como Montessori	3
044	J.P. Elder MS	3	124	Maude Logan ES	3	194	Daggett Montessori	3	163	Bruce Shulkey ES	3	018	M L L C	3
026	Jo Kelly Alt.	3	160	Maudrie Walton ES	3	121	De Zavala ES	3	118	Hazel H Peace ES	3	166	South Hi Mount ES	3
224	M.G. Ellis Primary	3	169	Sunrise ES	3	082	T A B S	3	187	J.T. Stevens ES	3	058	Stripling MS	3
114	Manuel Jara ES	3	083	Y M L A	3	011	Trimble Tech HS	3	003	South Hills HS	3	061	Leonard MS	4
019	Metro Opportunity	3	127	Christene Moss ES	4	209	Briscoe ES	4	060	Wedgwood MS	3	176	Waverly Park ES	4
001	Amon-Carter HS	4	143	D. McRae ES	4	110	Carroll Peak ES	4	043	Wedgwood 6th	3	221	Western Hills Primary	4
225	Bonnie Brae ES	4	152	Oaklawn ES	4	087	I.M. Terrell Academy	4	216	Woodway ES	3	180	Western Hills ES	4
151	Natha Howell ES	4	009	Polytechnic HS	4	147	Morningside ES	4	220	Alice D Contreas ES	4	015	Western Hills HS	4
150	Oakhurst ES	4	123	S.S. Dillow ES	4	054	Morningside MS	4	050	McLean MS	4			
190	Riverside ALC	4	208	T.A. Sims ES	4	135	Van Zandt Guinn ES	4	069	McLean 6th	4			
056	Riverside MS	4	048	William James MS	4	159	Versia Williams ES	4	067	Rosemont 6th	4			
168	Springdale ES	4							167	South Hills ES	4			
									PDC	4				

CONTACT INFORMATION

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