

Self Addressed Stamped Envelope

- You are creating two separate mailings that must be weighed to determine the postage on each.
- Papers that stay with the family should be marked as such and placed into the exterior envelope. This will be weighed as outgoing mail as the last step. Papers & the envelope that will be returned to CASD should be paper clipped to the outside of the exterior envelope. The mailroom will weigh the packet of materials that the parent will be returning and postage will be applied to the returning envelope. Once that postage has been applied, the SASE will be paper clipped to the materials that will be coming back. That packet is then placed into the exterior envelope. The exterior envelope is then sealed, weighed and postage applied for all contents of both envelopes combined.
- Each envelope needs addressed and the outer envelope must also have a CASD return address.
- Choose an envelope that fits the papers as closely as possible. Five sheets of paper will trifold into a #10 envelope easily. If you have more sheets, consider using a report card sized (6x9) envelope before you bump up to a larger size envelope.
- The letter rate will be applied to any mail that is up to ¼" in thickness and up to 6"x 11" in dimensions.
- If you have 1-3 pieces of paper total, you may choose to use two #10 envelopes. The second #10 envelope is the return envelope and can be trifolded into the outgoing envelope.
- Postage is determined by weight, dimension and distance traveled.
- Paperclips add weight, use small ones when possible.
- **Your department code *must* be included. Post-it note or penciled on the front**