

- Postage is determined by weight, dimension and distance traveled.
- Choose an envelope that closely matches the size of its contents. Extra envelope means extra weight & costs more to mail.
- Paperclips add weight. Use the smallest one possible.
- Send your envelopes to me “flaps down” and ready for the postage meter to seal or seal them yourself prior to forwarding to me.
- A return address is required on each envelope. If you forget it, your letters will be returned to you to apply it & you will lose two days mail time.
- Your department code should be written somewhere on the envelope (or label a bundle of envelopes with a post-it) *unless* the envelope’s return address clearly indicates the department to which the postage should be charged.
- The delivery address should be written parallel to the longer side of the envelope. If written parallel to the shorter side of the envelope, it will be considered a package because it has non-machineable characteristics.
- Envelopes should not be bulging. Fold the papers cleanly before placing within the envelope. Up to 5 sheets of paper will tri-fold into a #10 envelope and be less than ¼” thick, thus costing you the minimum of \$.51 to mail.
- A #10 envelope .25” - .75” thick will rate a “large envelope” price because it is too thick. Avoid the increase in postage by selecting a 6” x 9” envelope (instead of a #10 envelope) and sharply folding your paperwork in half to maintain the status of “letter”.
- Up to 19 sheets of paper can fold in half into a 6” x 9” envelope, still be considered a “letter” by the post office and cost less than a “large envelope” with the same 19 sheets of paper.
- A package is defined as “thick envelopes, thick or rigid books, envelopes containing pens, pencils or keys that create an uneven thickness, small and large boxes and poster tubes”. If your letter will not bend, it is considered a package. Harrisburg has a machine that sorts the mail and all pieces make a 90 degree turn as they are sorted. A rigid envelope will kick out.
- If you have 50 envelopes or more, contact me via email to let me know in advance what day I should expect to receive them. I can possibly get a cheaper rate on postage for you if others have large mailings that day & total envelopes are over 500.
- When I have over 500 envelopes across the district to postmark, all mail can be sent at the “pre-sort” rate and postage drops to \$.46 per piece instead of \$.51 per piece. Everyone’s budget benefits. The only rule to this is that zip codes must be separated into two categories: “16900 - 17999” (largest group) and “all other zip codes”. Please sort your mail into these two general groups if your mailing alone is large enough to qualify for the pre-sort rate (for the most part, if you are mailing to students, they probably all live local enough that you won’t need to do any sorting of your mailing.)
- If you have questions about mail, please call or email me. I’m always willing to help.