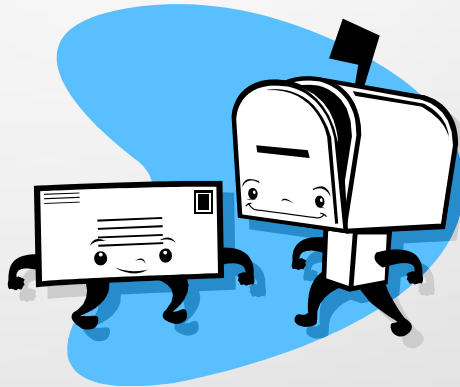
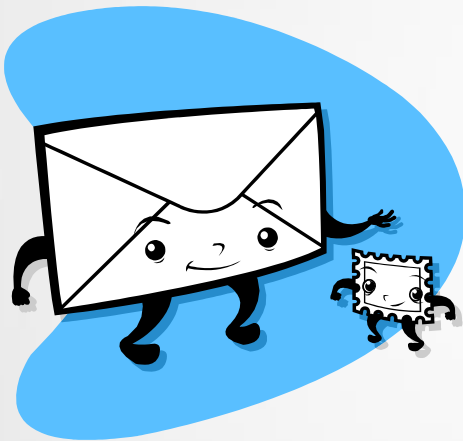


# Certified Mail Tips



# CERTIFIED MAIL- RECEIPT

7010 1870 0003 3100 7505  
PLEASE INCLUDE IN THE RETURN TO THE MAILING OFFICE OF THE RETURN ADDRESS ONLY BY REGISTERED MAIL  
CERTIFIED MAIL<sup>SM</sup>

U.S. Postal Service<sup>SM</sup>  
CERTIFIED MAIL<sup>SM</sup> - RECEIPT  
(Domestic Mail Only; No Insurance Coverage Provided)  
For delivery information visit our website at [www.usps.com](http://www.usps.com).

**OFFICIAL USE**

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Enclosure Required)		
Restricted Delivery Fee (Enclosure Required)		
Total Postage & Fees	\$	

Send To:  
\_\_\_\_\_  
\_\_\_\_\_  
City, State, ZIP+4<sup>®</sup>

Recipient's Name  
Address  
City, State Zip Code

PS Form 3800, August 2005 See Reverse for Instructions

The certified mail receipt provides the sender with a mailing receipt and, upon request electronic verification that an article was delivered or that a delivery attempt was made.

*Tear off this part  
and keep for your  
records.*

*If using a return receipt,  
this part is peeled and  
placed on the back side  
of the form under #2  
Article Number.*

# Return Receipt

**Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), along with information about the recipient's delivery address. (It may be used with certified mail and express mail.)**

**Front View**

UNITED STATES POSTAL SERVICE

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

**Your Name**  
**School / Department Name**  
**Address**  
**City, State Zip Code**

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Recipient's Name**  
**Address**  
**City, State Zip Code**

2. Article Number  
(Transfer from service label)

PS Form 3811, February 2004

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

**X**

- Agent  
 Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Certified Mail  Express Mail  
 Registered  Return Receipt for Merchandise  
 Insured Mail  C.O.D.

4. Restricted Delivery? (Extra Fee)

Yes

Domestic Return Receipt

102595-02-M-1540

**Back View**

**Peel sticker with tracking number from the form you're using and place here.**

# Certified Return Receipt Letter

**DALLAS**  
INDEPENDENT SCHOOL DISTRICT

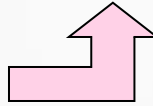
**CERTIFIED MAIL™**

Meter Postage Goes Here

7010 1870 0000 0550 0332

**Name of Person/Company**  
**Address**  
**City, State Zip Code**

**Proper Front View  
of a Certified Letter**



PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS (POST TO BE RETURNED)

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Recipient's Name**  
**Address**  
**City, State Zip Code**

2. Article Number  
(Transfer from service label) 7010 1870 0000 0550 0332

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  Agent  Addressee

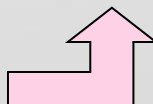
B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type  
 Certified Mail  Express Mail  
 Registered  Return Receipt for Merchandise  
 Insured Mail  C.O.D.

4. Restricted Delivery? (Extra Fee)  Yes

**Proper Back View  
of a Certified  
Letter**







**Mail Services**  
**9400 North Central**  
**Expressway**  
**Box 107**  
**Dallas, Texas 75231**  
**972-925-3168**