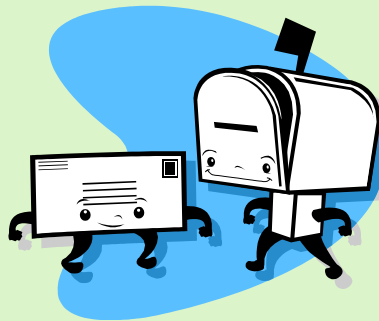
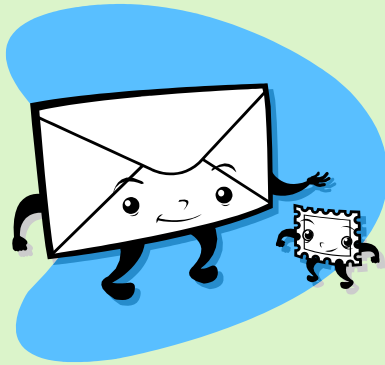



Mail Out Tips



DALLAS 
INDEPENDENT SCHOOL DISTRICT



Postcards



Mail Services Contacts:

Martha Perez
Mail Service Supervisor
Marthaperez@dallasisd.org
Ph: 972-925-3168

Daniel Zaragoza
Mail Specialist
dzaragoza@dallasisd.org
Ph: 972-749-6862
Or
Ph: 972-925-3168



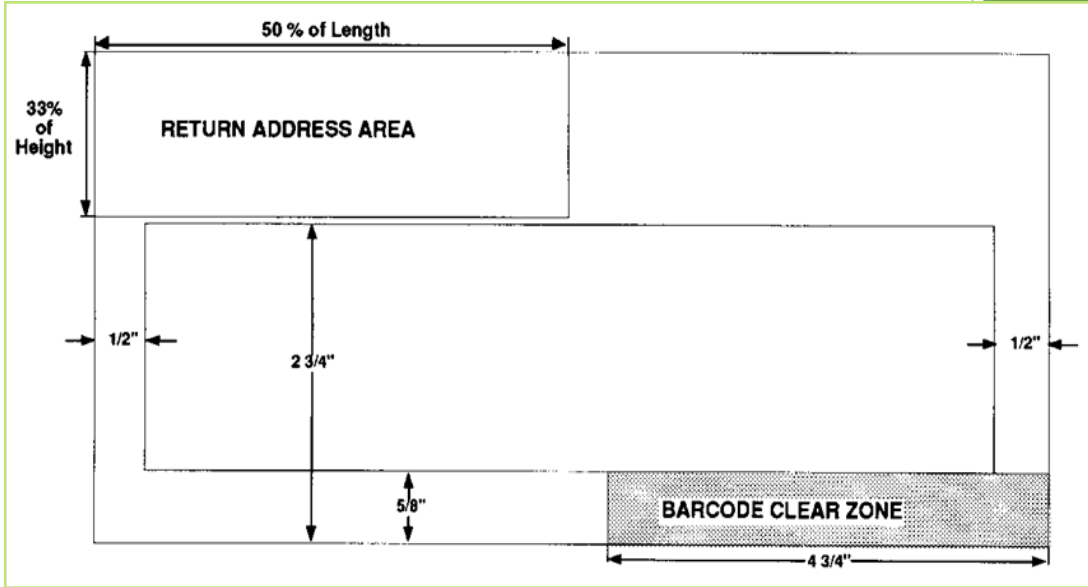
Dimension	Minimum	Maximum
Height	3-1/2 inches	4-1/4 inches
Length	5 inches	6 inches
Thickness	0.007 inch	0.016 inch

Postcards that are over 4-1/4 inches high X 6 inches long X 0.016 inch thick are considered oversized. They will be charged as a letter or large envelope depending on the size.

Any item smaller than the minimum dimensions is not available. For postcards, length is the dimension parallel to the address.

Postcards must be rectangular and be made of unfolded and uncreased paper or card stock.

Proper Envelope Format



Not Actual Size



School Name
Address & box #
Dallas, TX

ABC Company
Maureen Ornstein
54 South Pearl St
Northeast PA 16428-1288

Mail Service Center

Inter Departmental Sales Form

To comply with the new standards of the Mail Service Center, the following procedures are to be followed for proper printing of the Inter Departmental Sales Form.

Go to the I-Net.

Click on Forms.

Scroll down to Mail Service Center and click on Inter Departmental Sales Form.

Fill out all required fields properly.

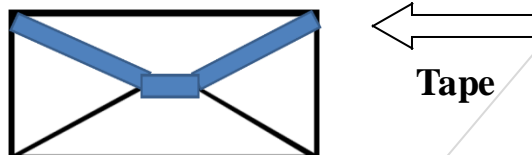
Click on Form Preview.

Click File Page Setup and click Landscape and ok.

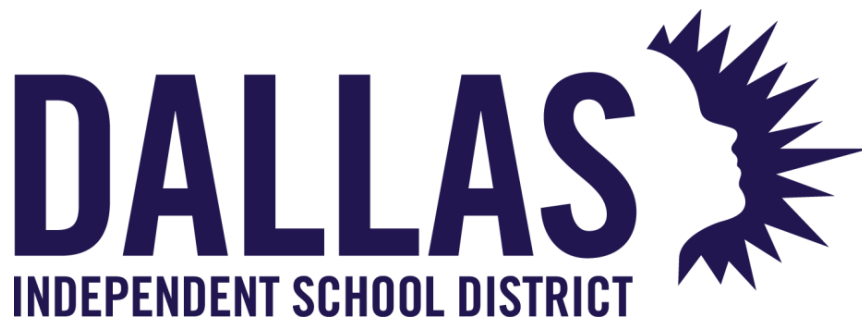
Click File Print. (Must have barcode)

Sealing of Envelopes

Envelopes can be brought in sealed or unsealed. Our postage machines will seal the envelopes if they are brought unsealed. In order to make the process more efficiently all envelopes have to be overlapped facing the same direction or all flapped down with the envelopes facing the same direction. If you choose to seal your envelopes with tape, please place tape strips along the full width of the flap do not leave any gaps.



For further assistance please contact the Mail Services at 972-925-3168



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