



## **Spring ISD Mail Room Service Agreement**

The Spring ISD Mailroom provides the following services to the Spring ISD District Monday–Friday 8:00 AM to 5:00 PM.

### **USPS Pick up times at GMALC:**

- 8:30 AM USPS Mail pickup. (Cut off time is 3:00 pm on the previous day, to go out first thing in the morning, if all letters are already folded, and stuffed.)
- 2:00 PM USPS Mail pickup (Cut off time is 1:00 pm same day, if all letters are already folded and stuffed.)

**USPS Mail at GMALC:** is sorted and delivered by 3:00 pm daily to your mail box under the stairs.

**Interoffice Mail at GMALC:** is picked up at 8:30 AM at the Administration building and delivered to locations throughout the day. GMALC interoffice mail is delivered by 3:00 PM.

**FedEx Express at GMALC:** Incoming FedEx Express or FedEx boxes are delivered daily by 4:00 PM in the GMALC. Cutoff time to send out a FedEx Express Envelope is 1:00pm. Anything after 1:00 pm will be picked up the next business day.

**UPS at GMALC:** Incoming UPS Express or UPS boxes are delivered daily by 3:00 PM in the GMALC.

### **Bulk Mail Out:** Requirements:

- Minimum 200 letters,
- Identical letters in information, size, shape and weight, that can be seen by anyone in the community
- Max of 4 pages per letter.
- Two days notice of an upcoming bulk mail out

Turnaround time is normally 7 Business days before it is delivered to the post office, depending on the size of the mail out. Bulk mail outs for district wide schools students is a turnaround time of 10 to 18 business days before it is delivered to the post office.

**Tax Office Statements:** Two day turn around to fold, stuff, meter and seal letters of 1000 or more.

Anything under 1000 letters is a day and a half.

**School Report cards:** One to Two day turn around to meter and seal letters depending on the number of letters being sent.

**Child Nutrition:** One to Two day turn around to meter and seal students account balance letters depending on the number of letters being sent.

**All orders will be expedited in a timely manner in the order they are received. While orders can be completed faster than stated above in most cases, allowances have been made for any unforeseen equipment performance issues. If you have any questions please contact the Mailroom at 281-891-6139 or 281-891-6120 or by email [Mailroom@springisd.org](mailto:Mailroom@springisd.org)**