POSTAL FORM **INSTRUCTIONS**

All mail needing to be metered should be sent with a Postal Center Form with the following:

spring ISD
PROCUREMENT SERVICES

Spring ISD Postal Center Form

All mail submitted with this form will receive 1st class postage

SPRING INDEPENDENT SCHOOL DISTRICT TEXAS

Date:	
Contact Name:	Phone Number:
School or Department Name:	
Budget Code (13 digits):	Account Code:
Number of Pieces:	
Total Cost (completed by Mail Room): $	

- Date
- Contact Name/Number
- Campus or Department
- Budget code
- Account unit
- # Of pieces

- You can find this form on the SISD Insider under the Communications Tab

GUIDE TO PREPARING **CERTIFIED MAIL**

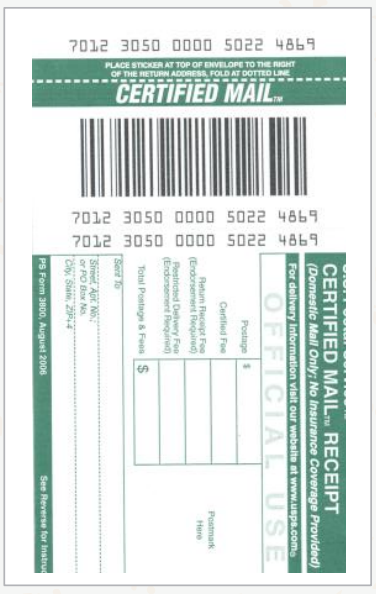
Front envelope

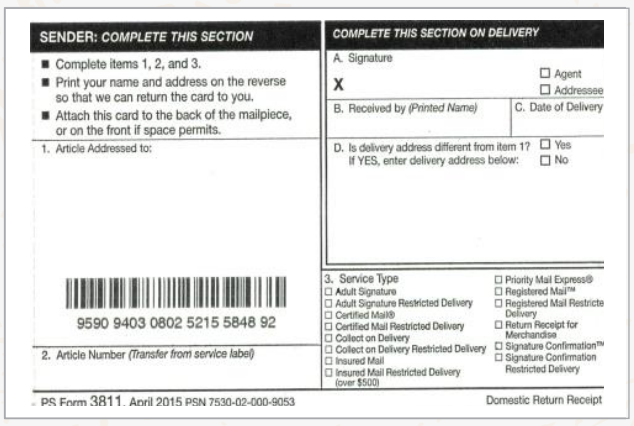
This is a guide to assist with ensuring timely delivery of Certified Mail. When Certified Mail is not properly addressed the United States Post Office will reject the piece causing delays in delivery.

Getting Started: You will need three items

- PS3800 Certified Mail Receipt
- PS3811 Domestic Return Receipt
- Your mail piece

Need the forms?
Call Mail Room: ext. 106139

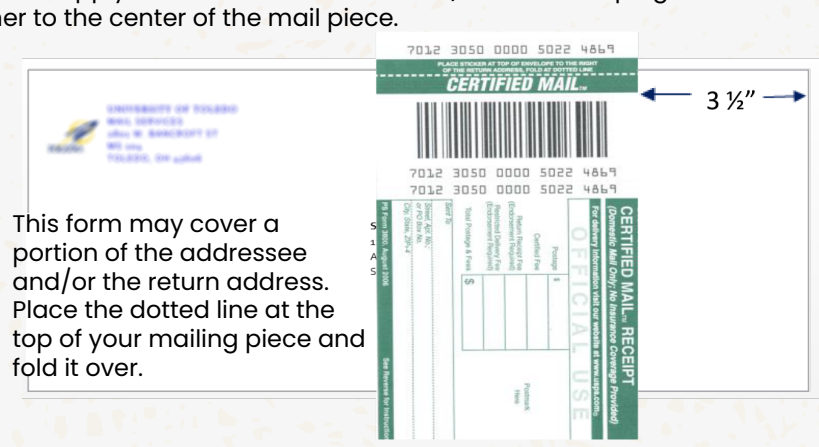




Correctly complete and apply the two forms:

1. Complete form PS3800 (see below photo)
   A. Name of Department mailing this piece
   B. Name and address of the recipient
   C. Peel off the tracking number located at the very top of this form and apply on FORM PS3811, side B in section 2 (Article Number).

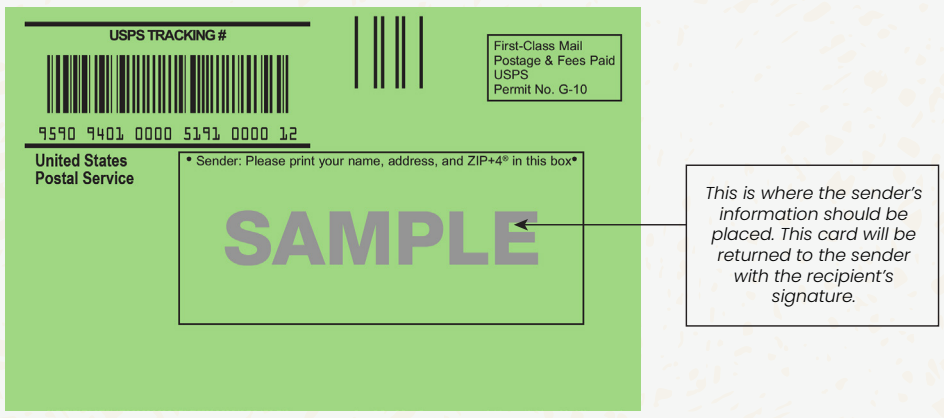
2. Peel and apply the label no closer than 3 1/2 from the top right corner to the center of the mail piece.



   A. This form may cover a portion of the addressee and/or the return address.
   B. Place the dotted line at the top of your mailing piece and fold it over.

BACK **ENVELOPE**

3. Complete from PS3811 (see images)
   a. **Side A:** Type or print legible the sender's information; including department name and UT Mail Stop

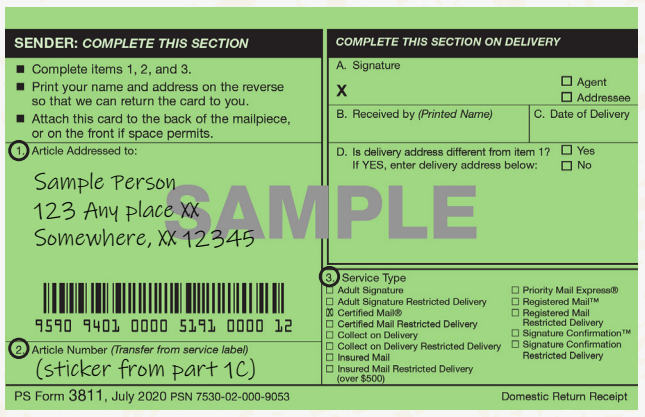


b. Side B: (three sections to complete)

BOX 1 Article Addressed to: Type or print legible the recipient's information on the left hand side

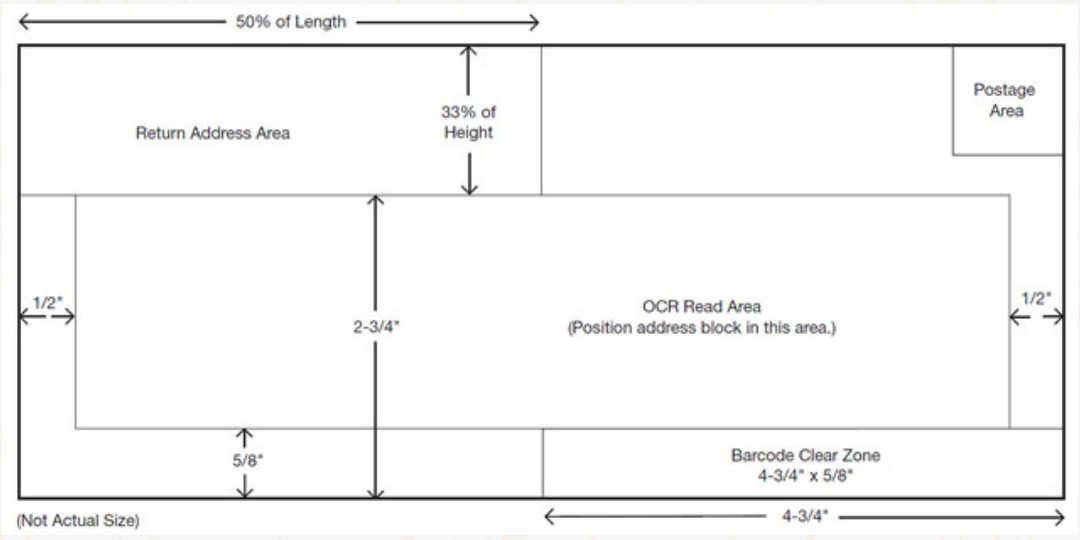
BOX 2 Article Number: Make sure the tracking number from step 1C has been placed in this box.

BOX 3 Service Type: Place a check mark next to "Certified Mail"



ADDRESSING 'BEST PRACTICES' AND FORMAT

- Type or machine-print all address information.
- Make sure print is clear and sharp.
- Ensure address characters don't touch or overlap.
- Black ink on a white background is best.
- Maintain a uniform left margin.
- Use upper-case letters
- Omit all punctuation.
- Include floor, suite and apartment numbers whenever possible.
- Put the city, state and ZIP Code or ZIP + 4 code in that order on the last line. If there's not enough room, you can put the ZIP Code or ZIP + 4 code alone on the bottom line.
- Use standard two-letter state abbreviations.
- When using window envelopes, make sure the complete address is always visible, even when the insert moves.
- Leave one or two spaces between words and between the state abbreviation and ZIP Code or ZIP + 4 code.



ENVELOPE CHOICES

Postcards

	minimum	maximum
length	5"	6"
height	3½"	4¼"
thickness	0.007"	0.016"
weight	1 ounce or less	

A POSTCARD is larger than 3½" x 5", smaller than 4¼" x 6", between 0.007" and 0.016" and weighs less than one ounce.

Letters

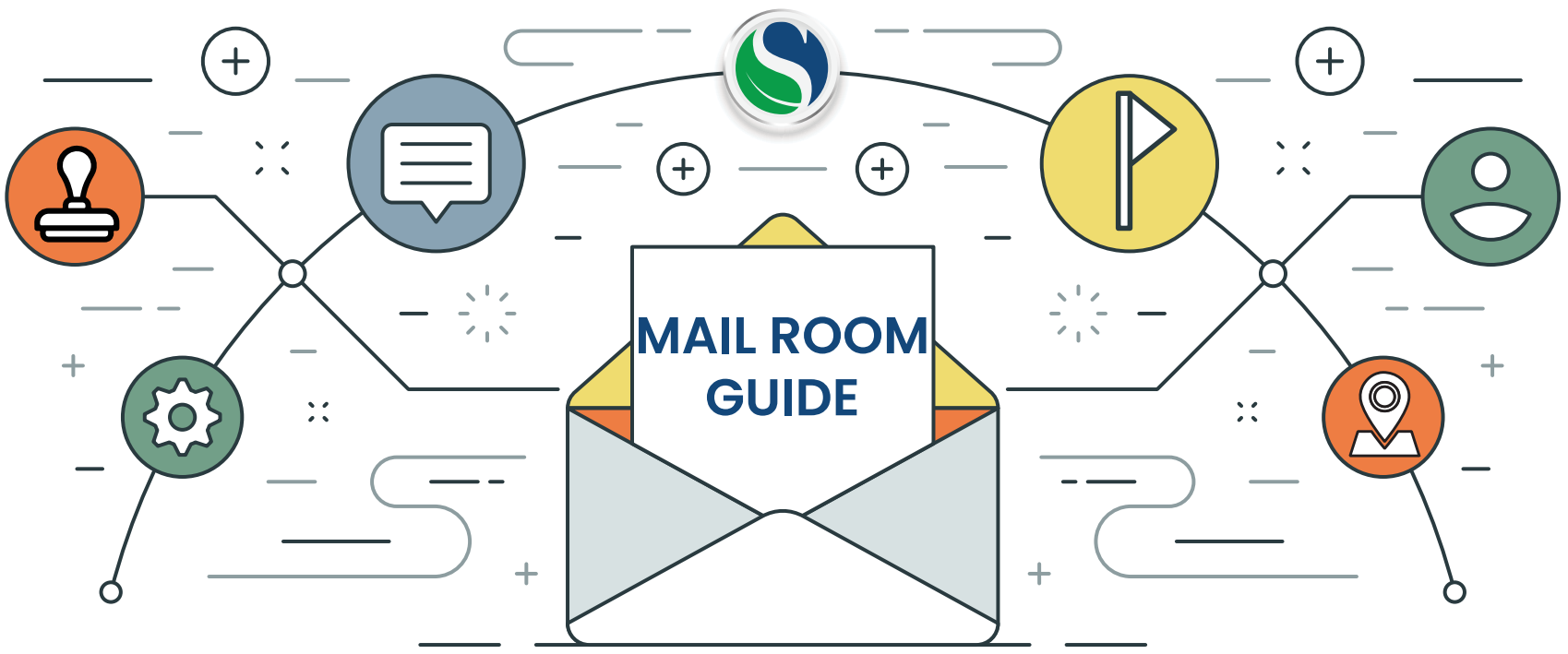
	minimum	maximum
length	5 "	11½"
height	3½"	6⅛"
thickness	0.007"	0.25"
weight	3½ ounce or less	

A LETTER is usually a #10 envelope with correspondence. It is larger than 3½" x 5", smaller than 6" high x 11 ½" long, be LESS than ¼" thick and weigh less than 3½ ounces.

Flats

	minimum	maximum
length	11½"	15"
height	6⅛"	12"
thickness	0.25"	0.75"
weight	13 ounce or less	

A FLAT is a large envelope with correspondence. It is smaller than 12" high x 15" long, must be LESS than ¾" thick and weigh less than 13 ounces.



This guide provides guidance and assistance for processing your mail needs.

For more information contact:
Susan Collins 281-891-6139 csusan@springisd.org