



# POSTAL FORM INSTRUCTIONS

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



Spring ISD Postal Center Form

All mail submitted with this form will receive 1<sup>st</sup> class postage



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).

7012 3050 0000 5022 4869

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

CERTIFIED MAIL™

7012 3050 0000 5022 4869

7012 3050 0000 5022 4869

U.S. Postal Service™  
CERTIFIED MAIL™ RECEIPT  
(Domestic Mail Only; No Insurance Coverage Provided)  
For delivery information visit our website at www.usps.com.®  
A. OFFICIAL MAIL Services

Postage \$

Certified Fee \$

Return Receipt Fee (Endorsement Required) \$

Restricted Delivery Fee (Endorsement Required) \$

Total Postage & Fees \$

Postmark Here

Send To: (Print Name)  
B. SAMPLE PERSON  
123 ANY PLACE APT 2  
SOMEBODY, TX 75001  
City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

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

7012 3050 0000 5022 4869

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

CERTIFIED MAIL™

7012 3050 0000 5022 4869

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CERTIFIED MAIL™ RECEIPT  
(Domestic Mail Only; No Insurance Coverage Provided)  
For delivery information visit our website at www.usps.com.®  
A. OFFICIAL MAIL Services

Postage \$

Certified Fee \$

Return Receipt Fee (Endorsement Required) \$

Restricted Delivery Fee (Endorsement Required) \$

Total Postage & Fees \$

Postmark Here

Send To: (Print Name)  
B. SAMPLE PERSON  
123 ANY PLACE APT 2  
SOMEBODY, TX 75001  
City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

3 1/2"

- 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

USPS TRACKING #

7590 9401 0000 5191 0000 12

United States Postal Service

\* Sender: Please print your name, address, and ZIP+4® in this box\*

SAMPLE

This is where the sender's information should be placed. This card will be returned to the sender with the recipient's signature.

- 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"

SENDER: COMPLETE THIS SECTION

■ Complete items 1, 2, and 3.

■ 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:  
Sample Person  
123 Any place XX  
SOMEBODY, TX 75001

2 Article Number (Transfer from service label)  
(sticker from part 1C)  
7590 9401 0000 5191 0000 12

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

COMPLETE THIS SECTION ON DELIVERY

A. Signature  
X

B. Received by (Printed Name)

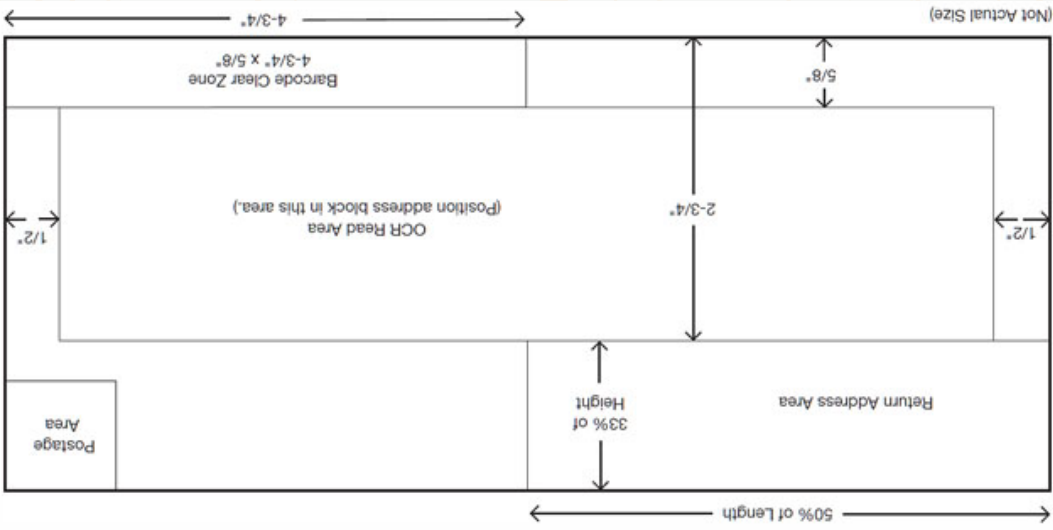
C. Date of Delivery

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

3 Service Type  
☒ Adult Signature  
☐ Adult Signature Restricted Delivery  
☐ Certified Mail®  
☐ Certified Mail Restricted Delivery  
☐ Collect on Delivery  
☐ Collect on Delivery Restricted Delivery  
☐ Insured Mail  
☐ Insured Mail Restricted Delivery (over \$500)  
☐ Priority Mail Express®  
☐ Registered Mail™  
☐ Registered Mail Restricted Delivery  
☐ Return Receipt for Merchandise  
☐ Signature Confirmation™  
☐ Signature Confirmation Restricted Delivery

# 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.



Flats	minimum	maximum
length	11½"	15"
height	6¾"	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.

Letters	minimum	maximum
length	5"	11½"
height	3½"	6¾"
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.

Postcards	minimum	maximum
length	5"	6"
height	3½"	4¾"
thickness	0.007"	0.016"
weight	1 ounce or less	

**A POSTCARD** is larger than 3½" x 5", smaller than 4¾" x 6", between 0.007" and 0.016" and weighs less than one ounce.



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

For more information contact:

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