

OUT-GOING CITY MAIL PROCEDURES:

Your assistance in helping segregate out-going mail is greatly appreciated. The more organized the mail is when placed in the out-going mail container, the faster and more efficiently the process of adhering postage can be completed.

All out-going mail items are to be placed in the bins in the Administration lobby by no later than 5:00 PM each business day for processing the following business morning. The mail will have postage applied and ready for the Postal Carrier to pick up when the City's daily mail is delivered the following business day. For example: mail placed in the bins on Monday will have postage applied on Tuesday morning and will be picked up by the postal carrier on Tuesday when the City's mail is delivered.

1. All mail should be sorted and bundled in separate rubber bands as follows:

- **Postage required and envelope is sealed** – if the envelope is heavier than would require normal postage please separate them into a different bundle.
- **Postage required and envelope is unsealed** – if the envelope is heavier than would require normal postage please separate them into a different bundle.
- **International mail** should be separated and marked for special handling.
- **Postage Paid or Personal Mail** – All business reply envelopes should be sealed. These items are not processed through the machine to be sealed.

2. All mail should be bundled with rubber bands (no matter how many pieces):

- Items from a mailing list or envelopes with the same information inside should be sorted and bundled so they do not have to be weighed individually.
- Larger items, such as those items mailed in clasp envelopes, are to be bundled together only if they are the same weight.
- All clasp envelopes should be sealed, with tape if possible (the clasp can catch at times in the machine's feeding mechanism). The mailing machine does not seal clasp/manila envelopes
- If the envelope is heavy, or if there is more than one that is heavy, it should be bundled separately and preferably sealed. The machine will seal heavier items but not always well.
- Large mailing lists or large packages/manila envelopes are to be brought directly to finance as early in the day as possible. Finance will then place postage on the packages/envelopes and make a determination if the mailing can be delivered to the post office along with the City's regular out-going mail. If due to the amount or size of pieces, the mail can not be taken to the post office by our normal procedure, finance will request that the originating department make arrangements to have the mail delivered to the post office.

- All unsealed envelopes should be bundled with the envelope flap down
- Mailing sent out without envelopes, just folded and a mailing label affixed, must be sealed on the right side of the mailer and also where the paper is folded over (either at the bottom or top).
- The portion of the certified mailing form which is your department's record of the mailing should be removed from the envelope/package prior to placing it in the out-going mail bin. If you desire to have a means of tracking the mailing, finance can place the postage on the item and then you would need to take it to the post office to have them date stamp the certified form. The post office will not track an item later if their stamp is not on your receipt.