

MAIL ROOM SERVICES

Contact: Cindy Paymard 760.752.1232

Hours: 7:30 a.m. to 4:00 p.m.

CERTIFIED MAIL

Certified mail service provides the sender with a mailing receipt that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status over the Internet at www.usps.com by entering the article number shown on the mailing receipt. Certified mail may be addressed for delivery only in the United States and its territories.

Certified Mail Reminders

- Enter on Form 3800 (see sample form below) the name and complete address of the person or firm to whom the mail is addressed.
- Recipient's name and address must also be written on the certified mail envelope.
- When placing a Certified Mail Receipt on an envelope, leave a 3½" space in the upper right hand corner of the envelope for the postage stamp.
- Certified mail must be in the SMUSD Mail Room by 2:00 P.M. in order to meet the 2:30 P.M. mail pick up deadline.

Sample Form 3800

7001 2510 0000 3209 5979 PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. CERTIFIED MAIL		7001 2510 0000 3209 5979 7001 2510 0000 3209 5979	U.S. Postal Service CERTIFIED MAIL RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)															
			OFFICIAL USE															
		Postmark Here																
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Postage</td> <td style="width: 5%;">\$</td> <td style="width: 35%;"></td> </tr> <tr> <td>Certified Fee</td> <td></td> <td></td> </tr> <tr> <td>Return Receipt Fee (Endorsement Required)</td> <td></td> <td></td> </tr> <tr> <td>Restricted Delivery Fee (Endorsement Required)</td> <td></td> <td></td> </tr> <tr> <td>Total Postage & Fees</td> <td>\$</td> <td></td> </tr> </table>		Postage	\$		Certified Fee			Return Receipt Fee (Endorsement Required)			Restricted Delivery Fee (Endorsement Required)			Total Postage & Fees	\$	
Postage	\$																	
Certified Fee																		
Return Receipt Fee (Endorsement Required)																		
Restricted Delivery Fee (Endorsement Required)																		
Total Postage & Fees	\$																	
		Sent To <hr style="border-top: 1px dashed black;"/> Street, Apt. No.; or PO Box No. <hr style="border-top: 1px dashed black;"/> City, State, ZIP+4																
		PS Form 3800, January 2001 See Reverse for Instructions																

RETURN RECEIPT SERVICE

***Return Receipt Service is only used in special circumstances.
Contact the Mail Room if you wish to use this service.***

Return receipt service provides a mailer with evidence of delivery (a postcard with the date and time of delivery and recipient's signature). Return receipt service must be used in combination with another special service (e.g. certified, insured). All highlighted areas, in sample form 3811 below, must be completed by the sender.

Sample Form 3811

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none">Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.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.	A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee
1. Article Addressed to:	B. Received by (Printed Name) C. Date of Delivery
2. Article Number (Transfer from service label)	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
PS Form 3811, August 2001	3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D. 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes

UNITED STATES POSTAL SERVICE

|||||

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

ADDRESSING YOUR MAIL

The accuracy of the address affects the speed and handling of your mail. The United States Post Office (USPS) requires the use of a standardized address format as shown in the following sample:

JOHN DOE
ACME INC
123 MAIN ST NW STE 12
ANYTOWN NY 12345-6789

- All addresses should be printed in block form with a uniform left margin, beginning in the middle of the envelope.
- Apartment (Ex: APT) or suite (Ex: STE) number should be on the same line as the street address.
- Use either a Post Office box number (Ex: PO BOX 1234) or a street address (Ex: 123 MAIN ST) but not both.
- If the address also has a directional, for instance "NW" for Northwest, be sure to include the abbreviated direction on the address line.
- City, State and Zip Code should be the bottom line of the address, without punctuation (Ex: ANYTOWN NY 12345-6789).
- To find the correct spelling of a city name or to find a Zip Code, visit www.usps.com.
- Leave the upper right hand corner of the envelope clear for postage (i.e. no tape or writing).
- A return address **and Department name** must be included, in the upper left corner, on the front of all envelopes.