

MAIL ROOM SERVICES

Contact: Cindy Paymard 760.752.1232

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

INTERNATIONAL (FOREIGN) MAIL

International mail is any mailing of documents to a location outside of the United States of America.

International Mail Reminders

- Mail to be delivered to a foreign country should be sent to the Mail Room *separately in an interoffice envelope*.
- Write "**FOREIGN COUNTRY MAIL**" on a brightly colored note and paperclip the note to the International mail. This will assure the mailing receives the correct postage.
- The address should be printed entirely in upper case.
 - Write the full name of the recipient as the first line of the address. Position the first line slightly above the center of the envelope to give yourself enough room for the complete address.
 - Write the recipient's department name on the second line.
 - Write the street address or post office box number on the third line.
 - Write the city or town; and subdivision, province or county; and postal code on the fourth line.
 - Write the country name on the fifth line.
- Underlining, punctuation and the # symbol should never be used in International addresses.
- Names of foreign countries must be included on all foreign mail and the country's name must be spelled out. A list of countries may be found on the U.S. Department of State's website at www.state.gov/misc/list/index.htm#top.

Sample International Envelope

SAN MARCOS UNIFIED SCHOOL DISTRICT
PURCHASING DEPARTMENT
255 PICO AVENUE, SUITE 250
SAN MARCOS, CA 92069

JOHN JONES
MARKETING DEPARTMENT
10-123 MAIN ST NW
MONTREAL QC H3Z2Y7
CANADA