Mail Processing Services

- Mail must be sealed and inserted in the appropriately sized envelope or box according to the standards below:
  
  - Standard #10 letter envelope
    - up to 10 sheets of standard paper
    - folded in thirds
  
  - #10 Window envelopes
    - complete mailing address must display entirely in window
    - up to 10 sheets of standard paper
    - folded in thirds
  
  - 6" x 9" envelope without clasp
    - up to 25 sheets of standard paper
    - folded in half
    - insert paperwork so fold is at bottom of envelope
    - please do not use the wax paper variety of envelopes
  
  - 9" x 12" envelope without clasp
    - Up to 70 sheets of standard paper
    - No fold
  
  - Postcards
    - 3" x 5" or 4" x 6"
    - 80 lb. cardstock paper
  
  - Place only mail requiring postage in blue bags.
    - Larger quantities will need to be packaged and secure in a large box.
    - Mail tubs or trays are available upon request.
    - Do not over stuff blue bags.

- All envelopes must be sealed.
- Folded paper that is taped or stapled will not be processed.
- Do not use paperclips or binder clips inside the envelopes.
- Envelopes should not have clasps. When reordering supplies, order envelopes without clasps, as they jam the machine. If your inventory has clasps, cover clasp with packing tape.
- Do not use red envelopes.
- Envelopes must be facing the same direction when prepared for pick-up.
OFFICE OF LOGISTICS

Addressing your Mail

- **YOUR NAME**: 123 MAIN ST
  ANYTOWN PA 15200

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

- **Return Address**: Print or type your address in the upper left corner on the front of the envelope.

- **Postage**: Use a stamp, postage meter or PC Postage to affix the correct amount. Use our online Calculator to calculate postage rates.

- **Delivery Address**: Print clearly the delivery address parallel to the longest side of the package. Do not use commas or periods.

- **City, State, and ZIP Code**: To find the correct spelling or a Zip Code, use our online Zip Code locator.

Addressing your Package

- **Return Address**: Print or type your address in the upper left corner on the front of the envelope.

- **Delivery Address**: Print clearly the delivery address parallel to the longest side of the package. Do not use commas or periods.

- **Postage**: Use a stamp, postage meter or PC Postage to affix the correct amount. Use our online Calculator to calculate postage rates.

- **City, State, and ZIP Code**: To find the correct spelling or a Zip Code use our online Zip Code locator.