



EL MONTE UNION HIGH SCHOOL DISTRICT

Purchasing, Warehouse and Print Shop Department

Mail Service Request Form

Date of Request: _____

School/Department Requesting Work: _____

Requestor Name: _____ Extension: _____

Number of Masters _____ Type of masters provided: ___ One-Sided ___ Double Sided
(please attach)

Are copies required: ___ Yes (complete Section I)
___ No (skip Section I) Number of copies being provided: _____

Are envelopes required: ___ Yes (complete Section II)
___ No (skip Section II) Number of envelopes being provided: _____

I. Request for Copies

Type of Copies: ___ One-Sided ___ Double Sided

Paper size: ___ 8 1/2 x 3 1/2 ___ 8 1/2 x 11 ___ 8 1/2 x 14 ___ 11 x 17 ___ Other: _____

Color of Paper:

Paper Stock: ___ White ___ Blue ___ Ivory ___ Goldenrod ___ Pink ___ Green
___ Canary ___ District Letterhead ___ School Letterhead

Index Insert: ___ White ___ Blue ___ Buff ___ Goldenrod ___ Gray ___ Green
(8 1/2 x 3 1/2) ___ Orchid ___ Peach ___ Pink ___ Salmon ___ Tan ___ Yellow

PRINTSHOP USE ONLY

Job Number: _____ Price: _____ Completed by: _____ Date Completed: _____

II. Request for Envelopes

Type of Envelope: ___ Envelope #10 ___ Window Envelope #10
___ School Envelope Name of School: _____ Department: _____
___ District Envelope Department: _____

Permit Imprint: ___ Pre-Sorted First Class Mail ___ Non-Profit Org.

Return Service Requested: ___ Yes ___ No

PRINTSHOP USE ONLY

Job Number: _____ Price: _____ Completed by: _____ Date Completed: _____

MAIL SERVICES:

There are new changes in United States Postal Service regulations.
Non-profit weight maximum is 16 oz.
Standard bulk flats max weight is 3.3 oz. or less

MAIL SCHEDULE DEADLINE:

Mail to be postmarked by a deadline date must be picked up per the following schedule:
MAIL PROCESSED TO UNITED STATES POST OFFICE MUST BE READY FOR PICK UP ON DAILY MAIL RUN:
MONDAY FOR TUESDAY POST MARK
TUESDAY FOR WEDNESDAY POST MARK
WEDNESDAY FOR THURSDAY POST MARK
THURSDAY FOR FRIDAY POST MARK
FRIDAY FOR MONDAY POST MARK

BULK MAILINGS:

ALL BULK MAILINGS NEEDED TO BE PREPARED BY DISTRICT PRINT SHOP MUST BE SUBMITTED TEN DAYS IN ADVANCE- All sites, or departments, are responsible to prepare bulk mailing instructions. Once your packets are ready please submit with instructions to District Print Shop.

EVENT DEADLINE, (i.e., parent conference) SHOULD BE READY FOR DISTRICT MAIL PICK UP TEN WORKING DAYS PRIOR TO EVENT DATE.

The US Postal Services has new restrictions on bulk mailing envelopes such as registration packets. This information is a reminder that the United States Post Office cannot process envelopes that exceed the following guideline limits for standard bulk mailing:

- Total weight per packet envelope: not to exceed 15.998 oz.
- Total thickness per packet envelope: not to exceed 3/4 " thick
- Registration packet envelope information cannot include any information not issued by the district, i.e., after school programs, YMCA, Boy Scouts, Girl Scouts, Cheerleading, etc.
- The United States Post Office has the right to do random inspections and open packets to review contents

If bulk mail is not approved by the United States Post Office, the mailing will be returned to District for correction.
Mail services contact: Ly Tuong, Print Shop Coordinator, ext. 4987

Rosana McLeod
Director of Purchasing
X4905