

# HOW TO SEND MAIL



# THROUGH CCSD







## HOW TO SEND MAIL THROUGH CCSD

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***DID YOU KNOW?***



The CCSD Mail Service Department processes over 15 million pieces of mail yearly and delivers over 1,150 mail tubs and boxes to schools/department everyday.

## INTER-OFFICE MAIL



1. Do not mix Inter-Office/School Mail with U.S. First Class Mail bundles.
2. Include school or office return address in the upper left corner.
3. Use **“To-From”** standard manila envelopes. Write the word **“To”** on the left side of the envelope and **“From”** on the right side.
4. Include **Name of School** or **Office** in the **“To”** address.
5. Tape flaps of legal- and letter-size envelopes.
6. Ensure that mail is minimum size 3½” x 5”.
7. For large quantity mailing (i.e., mailing that will not fit in the mail tub), call Mail Services for pick-up at 799-5225x5493.

### EXAMPLE OF PROPERLY ADDRESSED INTER-OFFICE MAIL



TO	FROM
Accounting #060	Mail Services

### DID YOU KNOW?

**ANY ENVELOPE MAY BE USED FOR INTER-OFFICE MAIL**



## ***DID YOU KNOW?***



First Class Mail over .48¢ is processed and sent to the U.S. Postal Service the same business day it is received by the Mail Services Department.





## ***DID YOU KNOW?***



### **PROPER ADDRESSING**

You can save over \$0.06 per letter by using typed/printed labels instead of handwritten addresses.





## U.S POSTAL SERVICE FIRST CLASS MAIL

1. Use envelopes to send all mailing. Open-ended (i.e., documents or materials that are folded, stapled or tabbed) materials are **not** permitted.
2. You must include a complete school or office return address in the upper left corner of the envelope. It is recommended to use a professionally, pre-printed, return addressed envelope. Please center all mailing labels.
3. Keep the upper right hand corner of the envelope clear/empty for postage meter impression.
4. Use complete address to send mail, including Name of Individual(s), Street Address, City, State, and Zip Code.
5. Please see Illustration below for instructions 2, 3, and 4.

2.

Clark County School District  
Mail Service Department  
4212 Eucalyptus Ave.  
Las Vegas, NV 89121

4.

3.

To The Parent or Guardian of:  
Abbey Smith  
123 Main Ave.  
Las Vegas, NV 89121





6. To avoid returned (to school/department) mail, strictly adhere to proper addressing requirements. (See Illustration listed at number five).
7. Ensure that postcards are minimum size of 3- 1/2" x 5" and a maximum size of 4-1/4" x 6". Use **POSTCARD STOCK ONLY. 90lb CARD STOCK.**
8. Flap must be all the same, (flaps overlap or lay flat) for all legal and letter-size envelopes. Rubber band all bundles.
9. Flats must be sealed (do not use staples or paper clips) use manila or clasp-type envelopes. Tape may be used to seal an envelope.
10. Fit all contents in envelope so that flaps will close.
11. To avoid higher postage costs when mailing 3 or more sheets of paper, fold pages in half, insert into a 6" x 9" envelope, which qualifies for letter rate postage, and seal flap. Overstuffing a legal size #10 envelope will result in higher postage rates due to exceeding maximum 1/4" thickness restriction for letter rate.
12. Place all U.S. Postal Service First Class Mail, which will not fit in your regular outgoing school mail tub, in the white U.S. Mail Tub.
13. Send **ALL** mail to the Mail Service Department to be processed. **DO NOT SEND DIRECTLY TO LOCAL U.S. POSTAL SERVICE.**






## EXAMPLES OF CORRECT/INCORRECT LABELING

Addressing accuracy for U.S. Mail:

Correct addressing affects efficient delivery of your mail. The ZIP + (4 Code ) helps direct your mail. Use the correct Acronyms & Abbreviations list for a complete address.


- Font should not overlap
- Minimum 10 pt. font
- No abbreviations to city
- Address printed on white background

### CORRECT:




Shirley Ann Lyons  
4212 Eucalyptus Ave.  
Las Vegas, NV 89121

### INCORRECT:




Shirley Ann Lyons  
4212 Eucalyptus Ave.  
Las Vegas, NV 89121

(Font size too small, less than 10pt.)



Shirley Ann Lyons  
4212 Eucalyptus Ave.  
Las Vegas, NV 89121

(Type is not centered and printing is off of label surface)



Shirley Ann Lyons  
4212 Eucalyptus Ave.  
LV, NV 89121

(Name of city is abbreviated)



## USPS PRE-SORT FLATS CLASS MAIL

### EXAMPLE OF PROPERLY ADDRESSED PRE-SORT FLATS

8 1/2" x 11" Manila Colored Envelopes for U.S. Mail Can is used:

Upper Left Hand Corner Return Address

Center of Envelope Address "To"

Upper Right Hand Postage

Pricing starts at \$.815 for Landscape Style and Portrait Style starts at \$.92  
1st Regular Flat

Clark County School District  
Mail Service Department  
4212 Eucalyptus Ave.  
Las Vegas, NV 89121

To The Parent or Guardian of:  
Abbey Smith  
123 Main Ave.  
Las Vegas, NV 89121

#### Landscape Style

Price Per Piece .814¢ ↑

Clark County School District  
Mail Service Department  
4212 Eucalyptus Ave.  
Las Vegas, NV 89121

To The Parent or Guardian of:  
Abbey Smith  
123 Main Ave.  
Las Vegas, NV 89121

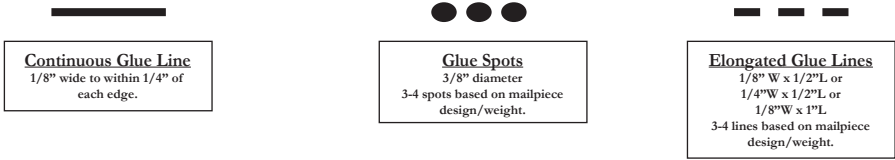
#### Portrait Style

Price Per Piece .92¢ →

## GENERAL STANDARDS

**Closure Method: Glue** - adhesive or cohesive applied as a continuous line (preferred). Glue spots or elongated glue lines placed within 1/4" of edges(s)\*.

\*Illustrations of glue closure represented below are not to scale.

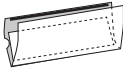


**Closure Method: Tab** - non-perforated wafer seals or tabs are applied to top, or lead and trail edge to secure a folded self-mailer letter closed.\*



## OTHER ELEMENTS

**Thumb/Insertion Notch** - a 1/2" semi-circular, die-cut notch may be placed only on the trail edge of the address or non-address panel.



### Internal Attachments/Loose Enclosures

- If multiple attachments are adhered, they must be nearly uniform in thickness.
- If multiple attachments are adhered on separate panels, but in stacked alignment, combined thickness is applied to maximum thickness allowed.
- Where multiple attachments are placed adjacent across length, the thickest attachment applies toward the maximum thickness allowed.
- Loose enclosures must be secured in a pocket or another method that ensures containment within mailpiece and prevents excessive shift.

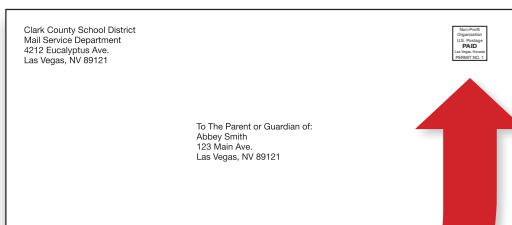
## RECOMMENDED STANDARDS

**Co-Efficient of Friction** - kinetic coefficient of friction (paper to same paper) 0.26 to 0.34

**Static** - static charges less than 2.0kv

**Paper Cover Coating** - full coverage coating

**Address Placement** - when paper is uncoated, addresses should be placed in a mid to left position within the optical character reader (OCR) area as defined in DMM 202.2.1



You can save more than \$.023 per letter by using  
Non-Profit/Permit #1 Indicia



## U.S POSTAL SERVICE NON-POFIT/ PERMIT #1 MAIL

1. In order to qualify for Non-Profit/Permit #1 Mail, ensure that all letters/postcards are identical and generic, and consisting of a minimum of 200 pieces. Do not include personalized information in letters (i.e., student's name, student's schedule, homeroom.)
2. All non-profit letters must be sealed. Overstuffing a legal size #10 envelope will result in higher postage rates due to exceeding maximum 1/4" thickness restriction for letter rate.
3. Use complete address to send mail, including Name of Individual(s), Street Address, City State, and Zip Code.
4. Please print or rubber stamp the Non-Profit stamp (indicia) in the upper right hand corner.
5. Face all envelopes in the same direction. **No** Zip code sorting is required, only total sheet count.
6. Place all contents in white U.S. Mail Tub.
7. Flyers can be process on 90lb. card stock.
8. Call the Mail Services Department at 702-799-5225, x5493, before preparation, or if any other additional information is need.
9. Send all mail to CCSD Mail Service Department to be processed. **DO NOT SEND DIRECTLY TO LOCAL U.S. POSTAL SERVICE.**

Dear Customers,

In order to keep mail costs as low as possible, the Mail Distribution Center has implemented SendSuite Live, a new automated postage and tracking system for certified mail and packages. As an incentive to customers to implement electronic management of certified mail, USPS is offering a significant price break, \$1.40 per piece, from the cost of the current manual certified mail process. Additionally, customers who do not use Intelligent Mail Parcel Barcoding (IMpb) will pay a 25 percent retail penalty. SendSuite Live allows the District the opportunity to take advantage of both of these cost savings measures. Everything you need to know to start saving is on the Mail Services website under “How to Send Mail,”



Using Internet Explorer, Mozilla or Google Chrome, go to the CCSD Home Page type in the search bar,

This will take you to a second screen; click on

[Helpful Hints, Guides and Notices | Purchasing & ...](#)

... [Helpful Hints, Guides, and Notices](#). Employees Guide to Working with Vendors.

[Helpful Hints](#). Used and Surplus Furniture Program. ...

[ccsd.net/departments/purchasing-warehousing/helpful-hints-guides-and-notices](http://ccsd.net/departments/purchasing-warehousing/helpful-hints-guides-and-notices) - 52k - [Cached](#)

Scroll down on the left side click on How to Send Mail, all the information is located within this book. All end-users will need to login under Active Directory Account

If you need assistance, please do not hesitate to contact Shirley at 702-799-5225 ext. 5493.

How to order Certified Mailing Envelopes through the ERP System:

124038	1000	CCF-240 Envelope #10 Window 500/pk	
124039	1000	CCF-241 Envelope 6x9 Window 500/pk	
124040	1000	CCF-242 Envelope 9-1/2x12 Window 250/pk	0

**Contents**

Package: Weight: **lb** Dimensions: **in** COD: **USD** Declared Value: **USD** Content Items: Customs Item Value: **USD** Weight: **lb**

**Package #1**

#	weight (lb)	(oz)	dimensions (in)	cost amount (USD)	declared value (USD)	content description	documents only
1			X X	0.00	0.00		

shipment totals: 

package	items	total (USD)
1	0	0.00

< Previous    Next >>

- On the "Contents" page click the "Next" button if shipping only 1 package or letter and shipping to the United States. If shipping more than 1 package or letter to 1 recipient, follow the steps in the "Multiple Packages" section below. If shipping international, follow the steps in the "International Shipping" section below.

**Process Shipment**

Send To   Contents   **Billing and Services**   Process Mail   Smart Ship   Confirmation   Completed

**Billing and Services**

**Bill To**

cost center

company code

account code: **1025043130**

**Ship to**

**Additional Information**

certified mail err shipment

saturday delivery

registered mail

COD type

delivery confirmation

ship date    required date

shipping notes

< Previous    Next >>

- Select the Account Code
- Enter comments in the "shipping notes" section. Enter the Carrier and Service you wish to use (optional)
- Enter a "Required Date" (optional)
- Click "Next"

Process Mail

1 Print my Ship Request Form at my desktop and allow the mailroom to process my mail piece

remember my last choice

< Previous    Next >>

14. Click Next
15. Click Next
16. Print the Ship Request form
17. Click "Done"

## Multiple Packages

Contents

#	weight (oz)	dim	dimension (in)	cod amount	declared value	content description	documents only
# 1	1			0.00	0.00		<input type="checkbox"/>

alignment details:  items: 0 total: 0.00

< Previous    Next >>

To enter multiple packages for the same recipient follow these steps

1. Enter the Weight for the package. (1 LB for a package, 1 OZ for a letter)
2. Enter the dimension for the package (optional)
3. Enter the COD amount (optional)
4. Enter Declared Value (if insuring the package)
5. Enter the content description
6. Check the documents only option if only shipping documents
7. Click on the plus sign on the top left of the box to add another package
8. Complete steps 1 through 6 for the next package



## International Shipping

Process Shipment

Send To Contents Billing and Services Process Mail Smart Ship Confirmation Completed

Contents

Package #1

#	weight (lb)	dimension (in)	net amount	declared value	current description	documents only
1	1			0.00		

city	state	product id	schedule #	item description	GCN	origin country	weight (lb)	value	total

shipment total: 1 0 0.00

< Previous Next >

To ship packages outside the United States follow these steps

Click on the button on the top right



1. Enter the Quantity (qty)
2. Enter the item description
3. Enter the Weight (1 LB)
4. Enter the value

## Other Billing

Process Shipment

Send To Contents Billing and Services Process Mail Smart Ship Confirmation Completed

Billing and Services

Bill To: Consignee Bill or Collect

Bill To: [dropdown menu]

company: [text field]

address: [text field]

city state zip: [text field]

country: UNITED STATES

amount: [text field]

bill order: ERR 1

company code: [text field]

account code: [text field]

bill order verification required: [checkbox]

certified mail on shipment: [checkbox]

signature delivery: [checkbox]

COO-type: [text field]

ship date: [text field]

request code: [text field]

shipping notes: [text area]

< Previous Next >

Open the "Bill To" panel by clicking on the "Bill To" blue strip

To bill the shipment to the recipient, follow these steps

1. Change the Bill To drop down list from "Prepaid" to "Bill Recipient"
2. Enter the account number

To bill the shipment to a 3<sup>rd</sup> party, follow these steps

1. Change the Bill To drop down list from "Prepaid" to "Third Party"
2. Enter the Bill To contact information and account number

## ERR Shipping

To ship using ERR follow these steps

1. Check the “certified mail err shipment” option
2. Select the ERR Cost Center by clicking on the “...” button next to the cost center text box. Select the cost center “ERR” from the list. Click on the “Select” button.
3. Click the “Next” button
4. Click on the “Use a Pre-defined Certified Coversheet” option
5. Click on the appropriate coversheet
6. Click on either “First Class Mail” or “Priority Mail”
7. Click on “Print my coversheet at my desktop and allow the mailroom to process my mail piece”
8. Click on the “Done” button

## Reprint Ship Requisition Form

To reprint a ship requisition form, follow these steps

1. Enter the first page of the SendSuite Live Desktop 2.4
2. Click on the “...” button next to the “recall existing requisition” text box
3. Select the highlight the ship requisition
4. Click on the “Select” button
5. Click on the “Reprint Requisition” button



## CLARK COUNTY SCHOOL DISTRICT REQUEST FOR STAMPS

Date: \_\_\_\_\_

School/Department Location # \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone: 702-\_\_\_\_\_

Approved By: \_\_\_\_\_

**Mail Service Fax: 702-799-2912**

QUANTITY	ROLL(S)	UNIT PRICE	EXT. PRICE
_____	<b>ROLLS OF 100</b>	<b>\$48.50</b>	<b>\$ _____</b>
			<b>TOTAL \$ _____</b>

*PLEASE SIGN BELOW AND RETURN WITHIN FIVE BUSINESS DAYS.  
THANKS!*

\_\_\_\_\_  
*Signature*

