THE SCHOOL DISTRICT OF PHILADELPHIA
MAILROOM GUIDELINES

Please have the following items in place to avoid mail being returned or incurring a higher postage rate:

- The return address is in the upper left hand corner of the envelope.
- The mailing address is typed or clearly handwritten.
- The mailing address is completely visible when using a window envelope.
- All mail is properly folded and fits completely in the envelope.
- No envelope flaps are tucked in. All envelope flaps should be completely sealed.
- There are no self adhesive strips on the flaps of the envelopes unless they are "peeled and sealed."
• There is a "Request for Postage" form, with the ABC codes clearly filled in and attached to the mail securely, using rubber bands or paper clips. Please do not use tape or staples.

• When using sticky labels, they are neatly applied to the envelope.

• When submitting mail, all sealed envelopes are separated from unsealed envelopes.

HOURS OF OPERATION
MONDAY-FRIDAY
7:00 a.m. to 3:00 p.m.
PHONE: 215-400-6245