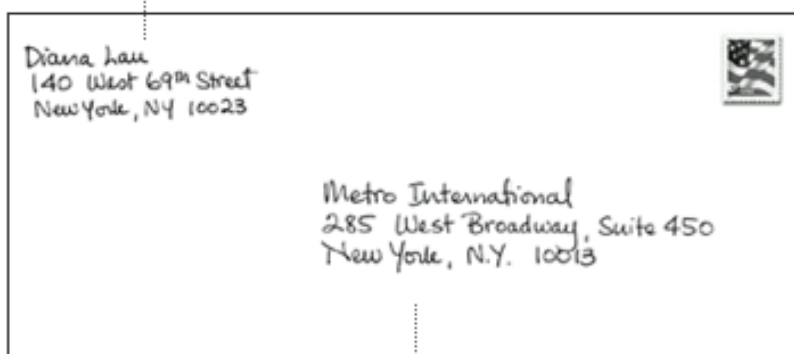


THE SCHOOL DISTRICT OF PHILADELPHIA MAILROOM GUIDELINES

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.

your name and address here



Name and address you are writing to

- 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.

The School District of Philadelphia
440 North Broad Street
Philadelphia, Pennsylvania 19130

Alternative Budget Code
REQUEST FOR POSTAGE FORM

Submit by Email

Print Form

Reset Form

DEPARTMENT OR SCHOOL NAME: _____

DEPARTMENT OR SCHOOL NUMBER: _____

Contact Name: _____ Contact Phone #: _____
(Please Print)

ABC Code to be charged: _____
ENTER ABC CODE HERE

Fund	Agency	Org	Activity	Object

Items to be mailed

Number of Envelopes: _____ Presort _____ @ .419 + .011 ea.

Check Envelope Size: _____ Other Presort _____ @ _____ + .412 ea.

Letter size business envelope _____ @ .465 ea.

Other: _____ inches X _____ inches _____ @ _____ + _____ ea.

Services _____ @ _____ + _____ ea.

Delivery Required by: _____ / _____ / 20____ _____ @ _____ + _____ ea.

Next day: Yes (First Class) or No (Third Class)

Other: _____

Signature Date of Request

Print name Phone Number

For Mailroom Use Only:

_____ @ _____ + _____ ea.

_____ @ _____ + _____ ea.

Signature _____ @ _____ + _____ ea.

Date _____ @ _____ + _____ ea.

_____ @ _____ + _____ ea.

Request Postage Form (rev. 1/2014)

- 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