



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: _____

III. Request for Bulk Mailing

Requested Mailing Date: _____

Category: _____ Letters _____ Report cards _____ Postcards

Type of Mailing: _____ Pre-Sorted First Class Mailing _____ Non-Profit Org. Mailing

Total # of Pieces: _____ District-wide # of pieces: _____
_____ High School Only Name of School: _____ # of pieces: _____

Name of data file that was emailed: _____

PRINTSHOP USE ONLY

Postage Statement ID: _____ Total Postage Amount: _____ Completed by: _____
Date

IV. Funding

Funding for Section I:

_____ **Print Shop**
_____ - **5 7 1 3** - _____ \$ _____

Funding for Section II:

_____ **Print Shop**
_____ - **5 7 1 3** - _____ \$ _____

Funding for Section III:

_____ **Postage**
_____ - **5 7 1 1** - _____ \$ _____

Signature of Principal

Signature of Director

Signature of Assistant Superintendent-Ed. Services

PRINTSHOP USE ONLY

Copy of Mail Request Form sent to Accounting on: _____

Copy of Mail Request Form sent to Requestor on: _____

Completed by: _____ Date: _____

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 $\frac{3}{4}$ " 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