



HAMPTON CITY SCHOOLS

PRINTING

AND RECORDS MANAGEMENT



We appreciate your cooperation in the proper preparation of the mail. If there are ways in which we can improve our mail service to individual schools or departments, please let us know. If it is possible to accommodate your request within the constraints of our personnel and budget, we will be happy to do so.

If you have any questions about these procedures, please call us at 727-2227 Or 727-2080.

BULK MAIL AND THE REQUIREMENTS

Can take up to 7 business days to reach destination address.

BULK MAIL - (USPS) defines bulk mail broadly as quantities of mail prepared for mailing at reduced postage rates. A bulk mailing is one that has a minimum(200) number of pieces, all the same weight and size. Content must be generic and not contain any sensitive or student specific information.

There are many advantages to using bulk mail. The most important advantage is that bulk mailing prices are significantly lower than single-piece prices. This can save the school system a lot of money on postage. However, there are specific requirements to follow before the "Bulk Mail" rate can be utilized.

USPS BULK MAIL REQUIREMENTS:

1. 200 Pieces (or 50 pounds of mail) or more
2. All the same weight and size
3. Sorted by zip-code
4. Mail should be generic and not contain any sensitive or student specific information
5. Must use the HCS SAC , 1 Franklin St. Envelopes ONLY
6. Mailing Address should ALWAYS contain the phrase "Or Current Resident" on the second line. *See an example below*
7. Drop off or Schedule a pick up by calling ext. 2227 or send email request to forms@hampton.k12.va.us



*To the Parent/Guardian of Jane Doe
Or Current Resident
123 Main Street
Hampton, VA 23669*

Examples of qualifying "BULK MAIL" include...



- Open House flyers/postcards
- Generic letter to parents

Examples of non-qualifying "BULK MAIL" include...



- Report cards/student schedules
- Student specific letters
- SOL scores

ALL-IN-ONE PRINTING AND MAILING SERVICES



The department of Printing and Records offers an **ALL-IN-ONE** printing and mailing service.

ALL-IN-ONE projects can have many components and each job is unique and requires advance planning. **Small jobs typically take up to two days to complete and larger jobs typically take up to a week or more to complete.**

ALL-IN-ONE services include:

- Layout and formatting
- Data and mail merging
- Folding, stuffing and sealing of envelope
- Meeting USPS postal requirements
- Postage and drop ship

We strive to be the ALL-IN-ONE resource for your printing, direct mailing, addressing, assembly and inserting.

WORK SMARTER, NOT HARDER

For more information or to schedule your ALL-IN-ONE mailing service call 727-2080 or email mwood@hampton.k12.va.us

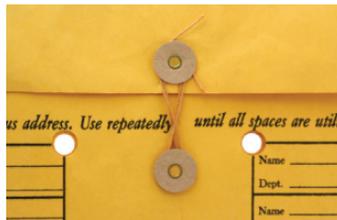
INTER-OFFICE MAIL GUIDELINES

TO FACILITATE PROMPT/EFFICIENT DELIVERY:

- ✓ Place mail in an inter-office envelope
- ✓ Print receiver's name and department CLEARLY.
- ✓ Ensure that you are using the next descending box on the envelopes and draw an "X" through the preceding box.
- ✓ CONFIDENTIAL CORRESPONDENCE - should be SEALED in an envelope and placed into an interoffice envelope and marked "CONFIDENTIAL" with receiver's name and department clearly marked.

INTEROFFICE MAIL EXCLUSIONS INCLUDE, BUT ARE NOT LIMITED TO:

- ➔ Electronics (phones, ipads, etc...)
- ➔ Food (candy, cookies, etc...)
- ➔ Personal mail (non school related)
- ➔ Clothing/shoes/jewelry
- ➔ Cash/valuables



No outside organization's material is to be distributed through the HCS Pony Mail unless prior approval has been received. This includes catalogs, fund-raiser information, advertisements and anything else that is not directly related to Hampton City Schools.

PLEASE NOTE: Any interoffice mail that is found to contain any of the above items will not be delivered by the HCS Courier. The item will be returned to sender's mailbox. If sender cannot be verified then the item will be left in SAC mail room.

USPS MAIL DAILY PICK UP - UN-METERED ONLY

- **ALWAYS** and when possible, use the school pre-printed envelopes to ensure returned mail is delivered to its proper place if returned from USPS for any reason.
- The sender is responsible to include proper addresses and zip code on all USPS mail. Mail pieces which do not include a complete address or zip code will be delayed, and returned for proper addressing by the post office.
- All envelopes should face the same direction, be sealed, addressed and rubber-banded together prior to sending to SAC for postage.
- Any mail requiring **SPECIAL HANDLING** should have a note paper-clipped to it indicating what the special handling need requires. (Post-it Notes typically do not stay on envelopes.)
- **Mail received daily from schools will be posted and mailed on the next business day.**

Visit www.usps.com for information on how to properly address an envelope or to look up zip-code information

BULK, PACKAGED OR BOXED MAILINGS

All bulk, packaged or boxed mailings require a scheduled advance notice to be picked up.

HCS Pony courier will not pick up these type of mailings with the daily mail pick ups.



All boxes and packages should be properly sealed, addressed and ready to mail before scheduling a pick up.

To schedule a pick up, call 727-2227 or the mail may be dropped off at SAC RM 227.