

Mark W. McLaughlin, Ed.D.  
Superintendent

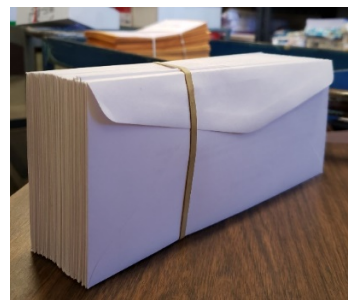
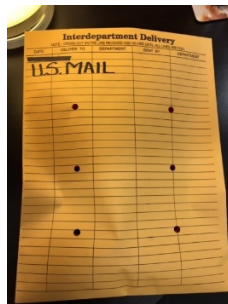
Victor P. Hayek, Ed.D.  
Deputy Superintendent, Business Services



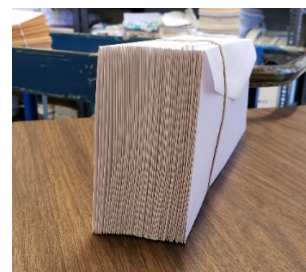
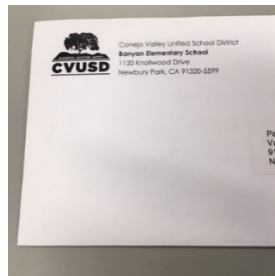
TO: All Principals, Office Managers & Office Assistant IIIs  
FROM: Jon A. Aasted, Director of Purchasing Services  
DATE: August 19, 2019  
SUBJECT: US Metered Mail Instructions

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**FOR STANDARD LETTER SIZE ENVELOPES:**



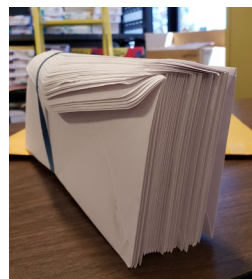
Send in an inter-district envelope labeled "U.S. Mail". If you have more than will fit in an inter-district envelope, it is fine to rubber band them, or send them boxed. Separate sealed and unsealed envelopes. **Bundle them separately please. Certified Mail: Send separately, labeled "CERTIFIED U.S. MAIL" to District Operational Center (Mitchell Rd.)**



Envelopes must have a return address.

Bundle envelopes facing the same direction.

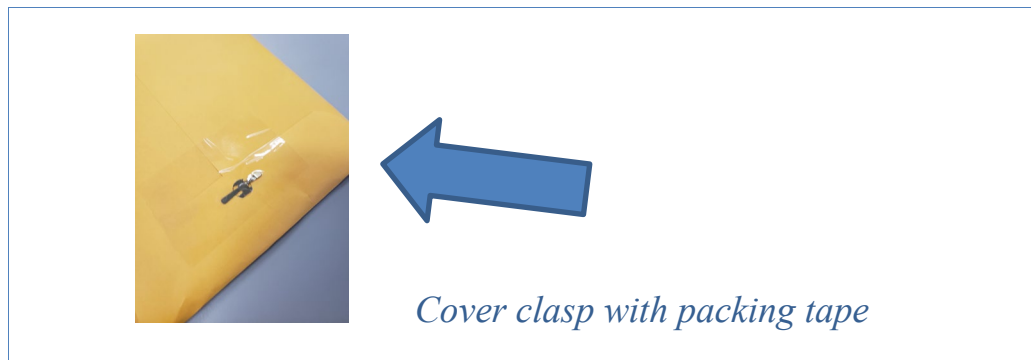
***Please Do Not Nest Unsealed Envelopes!***



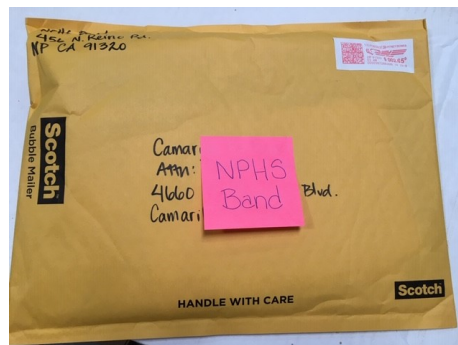
## FOR LARGE ENVELOPES:



Envelopes larger than standard letter size, (5 x 7, 8 x 10, 11 x 17, etc.) must be received sealed. All envelopes must have a return address. **Envelopes larger than 12 x 15 are considered packages and require additional postage.**



Clasp envelopes must be sealed with the clasp closed and packing tape over the clasp.



If a mailing is for a specific group within your site, (ASB, Band, English Dept.,) please put a label on the top of the bundle with that information.

### Questions?

*Have a question about something we did not touch on in this document? Give us a call or send an email. We will be happy to help!*

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