

AAPS Mail Procedure Form

Contact Stacy at Dollar Bill for job quotes 665-9200 or
stacy@dollarbillcopying.com



Date:	Your Name
PO#	Phone#
#Pieces/Env	Dept/Bldg:
Description/Items/Comments: (Envelope size/job details/request certified, etc)	
<input type="checkbox"/> Seal <input type="checkbox"/> Meter postage <input type="checkbox"/> Fold & Stuff <input type="checkbox"/> Certified <input type="checkbox"/> with receipt	

Note: Sort bulk mail and large mailings by zip code. Contact Angela Reyna reynaa@aaps.k12.mi.us with questions x51253
Print on cherry colored paper

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