HOW TO SEND MAIL THROUGH CCSD

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The CCSD Mail Service Department processes over 15 million pieces of mail yearly and delivers over 1,150 mail tubs and boxes to schools/department everyday.
INTER-OFFICE MAIL

1. Do not mix Inter-Office/School Mail with U.S. First Class Mail bundles.

2. Include school or office return address in the upper left corner.

3. Use “To-From” standard manila envelopes. Write the word “To” on the left side of the envelope and “From” on the right side.

4. Include Name of School or Office in the “To” address.


6. Ensure that mail is minimum size 3½” x 5”.

7. For large quantity mailing (i.e., mailing that will not fit in the mail tub), call Mail Services for pick-up at 799-5225x5493.

EXAMPLE OF PROPERLY ADDRESSED INTER-OFFICE MAIL

DID YOU KNOW?
ANY ENVELOPE MAY BE USED FOR INTER-OFFICE MAIL
First Class Mail over .48¢ is processed and sent to the U.S. Postal Service the same business day it is received by the Mail Services Department.
PROPER ADDRESSING

You can save over $0.06 per letter by using typed/printed labels instead of handwritten addresses.

James and Nancy Smith
123 W. Mail St.
Las Vegas, NV 89111
1. Use envelopes to send all mailing. Open-ended (i.e., documents or materials that are folded, stapled or tabbed) materials are **not** permitted.

2. You must include a complete school or office return address in the upper left corner of the envelope. It is recommended to use a professionally, pre-printed, return addressed envelope. Please center all mailing labels.

3. Keep the upper right hand corner of the envelope clear/empty for postage meter impression.

4. Use complete address to send mail, including Name of Individual(s), Street Address, City, State, and Zip Code.

5. Please see Illustration below for instructions 2, 3, and 4.
6. To avoid returned (to school/department) mail, strictly adhere to proper addressing requirements. (See Illustration listed at number five).

7. Ensure that postcards are minimum size of 3-1/2” x 5” and a maximum size of 4-1/4” x 6”. Use POSTCARD STOCK ONLY. 90lb CARD STOCK.

8. Flap must be all the same, (flaps overlap or lay flat) for all legal and letter-size envelopes. Rubber band all bundles.

9. Flats must be sealed (do not use staples or paper clips) use manila or clasp-type envelopes. Tape may be used to seal an envelope.

10. Fit all contents in envelope so that flaps will close.

11. To avoid higher postage costs when mailing 3 or more sheets of paper, fold pages in half, insert into a 6” x 9” envelope, which qualifies for letter rate postage, and seal flap. Overstuffing a legal size #10 envelope will result in higher postage rates due to exceeding maximum 1/4” thickness restriction for letter rate.

12. Place all U.S. Postal Service First Class Mail, which will not fit in your regular outgoing school mail tub, in the white U.S. Mail Tub.

13. Send ALL mail to the Mail Service Department to be processed. DO NOT SEND DIRECTLY TO LOCAL U.S. POSTAL SERVICE.
EXAMPLES OF CORRECT/INCORRECT LABELING

Addressing accuracy for U.S. Mail:

Correct addressing affects efficient delivery of your mail. The ZIP + (4 Code) helps direct your mail. Use the correct Acronyms & Abbreviations list for a complete address.

- Font should not overlap
- Minimum 10 pt. font
- No abbreviations to city
- Address printed on white background

**CORRECT:**

Shirley Ann Lyons  
4212 Eucalyptus Ave.  
Las Vegas, NV 89121

**INCORRECT:**

- Shirley Ann Lyons  
  4212 Eucalyptus Ave.  
  Las Vegas, NV 89121  
  (Font size too small, less than 10pt.)

- Shirley Ann Lyons  
  4212 Eucalyptus Ave.  
  Las Vegas, NV 89121  
  (Type is not centered and printing is off of label surface)

- Shirley Ann Lyons  
  4212 Eucalyptus Ave.  
  LV, NV 89121  
  (Name of city is abbreviated)
USPS PRE-SORT FLATS CLASS MAIL
EXAMPLE OF PROPERLY ADDRESSED PRE-SORT FLATS

8 ½” x 11” Manila Colored Envelopes for U.S. Mail Can is used:
Upper Left Hand Corner Return Address
Center of Envelope Address “To”
Upper Right Hand Postage
Pricing starts at $.815 for Landscape Style and Portrait Style starts at $.92
1st Regular Flat

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Clark County School District
Mail Service Department
4212 Eucalyptus Ave.
Las Vegas, NV 89121

To The Parent or Guardian of:
Abbey Smith
123 Main Ave.
Las Vegas, NV 89121

Landscape Style
Price Per Piece .814¢

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Clark County School District
Mail Service Department
4212 Eucalyptus Ave.
Las Vegas, NV 89121

To The Parent or Guardian of:
Abbey Smith
123 Main Ave.
Las Vegas, NV 89121

Portrait Style
Price Per Piece .92¢
GENERAL STANDARDS

Closure Method: Glue - adhesive or cohesive applied as a continuous line (preferred). Glue spots or elongated glue lines placed within ¼” of edges(s)*.

*Illustrations of glue closure represented below are not to scale.

Closure Method: Tab - non-perforated wafer seals or tabs are applied to top, or lead and trail edge to secure a folded self-mailer letter closed.*

Non-Perforated Tabs
2-3 tabs required based on mailpiece design.
Placement - either at top or on lead/trail edge within 1” of adjacent edge(s). Lower lead edge tab placed with ½” of bottom edge.

OTHER ELEMENTS

Thumb/Insertion Notch - a 1/2” semi-circular, die-cut notch may be place only on the trail edge of the address or non-address panel.

Internal Attachments/Loose Enclosures

- If multiple attachments are adhered, they must be nearly uniform in thickness.
- If multiple attachments are adhered on separate panels, but in stacked alignment, combined thickness is applied to maximum thickness allowed.
- Where multiple attachments are placed adjacent across length, the thickest attachment applies toward the maximum thickness allowed.
- Loose enclosures must be secured in a pocket or another method that ensures containment within mailpiece and prevents excessive shift.

RECOMMENDED STANDARDS

Co-Efficient of Friction - kinetic coefficient of friction (paper to same paper) 0.26 to 0.34

Static - static charges less than 2.0kv

Paper Cover Coating - full coverage coating

Address Placement - when paper is uncoated, addresses should be placed in a mid to left position within the optical character reader (OCR) area as defined in DMM 202.2.1
You can save more than $.023 per letter by using Non-Profit/Permit #1 Indicia

U.S POSTAL SERVICE NON-POFIT/ PERMIT #1 MAIL

1. In order to qualify for Non-Profit/Permit #1 Mail, ensure that all letters/postcards are identical and generic, and consisting of a minimum of 200 pieces. Do not include personalized information in letters (i.e., student’s name, student’s schedule, homeroom.)

2. All non-profit letters must be sealed. Overstuffing a legal size #10 envelope will result in higher postage rates due to exceeding maximum ¼” thickness restriction for letter rate.

3. Use complete address to send mail, including Name of Individual(s), Street Address, City State, and Zip Code.

4. Please print or rubber stamp the Non-Profit stamp (indicia) in the upper right hand corner.

5. Face all envelopes in the same direction. No Zip code sorting is required, only total sheet count.

6. Place all contents in white U.S. Mail Tub.

7. Flyers can be process on 90lb. card stock.

8. Call the Mail Services Department at 702-799-5225, x5493, before preparation, or if any other additional information is need.

9. Send all mail to CCSD Mail Service Department to be processed. **DO NOT SEND DIRECTLY TO LOCAL U.S. POSTAL SERVICE.**
Information from Mail Distribution Center on how to use SendSuiteLive

From your **Desk Top**; type in the **URL** this login information: Using Internet Explorer, Mozilla or Google.

http://ccsd-win-gao01/sendsuite%20live/projects//loginaspx

Please save to your favorites.

If a window pops-up, authentication is required, this is your AD Account.

Once all information is entered, choose Desk Top you’ll be able to print Certified Mail addresses information and mail packages.

1. Fill in information; Ship To and Ship From

2. Click “Next” x2

3. Check the first box Certified Mail ERR Shipment

4. Select the Account Code on the left and Cost Center, the letters ERR will appear in the Cost Center (That is normal).

5. Click “Next”

6. Select your envelope type

7. Click “Next” and your process is complete, this will print the information to Ship To.

Mail Distribution Center will complete the process, by printing postage on all packages and Certified Mail. You then will be able to track all mail with tracking information.

If you have any questions or concerns, please contact:

**Shirley Lyons, Mail Service Manager**

Salyons@interact.ccsd.net

702-799-5225 x5493 or WAN 0099-5493
Dear Customers,

In order to keep mail costs as low as possible, the Mail Distribution Center has implemented SendSuite Live, a new automated postage and tracking system for certified mail and packages. As an incentive to customers to implement electronic management of certified mail, USPS is offering a significant price break, $1.40 per piece, from the cost of the current manual certified mail process. Additionally, customers who do not use Intelligent Mail Parcel Barcoding (IMpb) will pay a 25 percent retail penalty. SendSuite Live allows the District the opportunity to take advantage of both of these cost savings measures. Everything you need to know to start saving is on the Mail Services website under “How to Send Mail,”

Using Internet Explorer, Mozilla or Google Chrome, go to the CCSD Home Page type in the search bar,

This will take you to a second screen; click on

### Helpful Hints, Guides and Notices | Purchasing & ...

... Helpful Hints, Guides, and Notices. Employees Guide to Working with Vendors. Helpful Hints. Used and Surplus Furniture Program. ...
cccd.net/departments/purchasing-warehousing/helpful-hints-guides-and-notices - 52k - Cached

Scroll down on the left side click on How to Send Mail, all the information is located within this book. All end-users will need to login under Active Directory Account

If you need assistance, please do not hesitate to contact Shirley at 702-799-5225 ext. 5493.

How to order Certified Mailing Envelopes through the ERP System:
9. On the “Contents” page click the “Next” button if shipping only 1 package or letter and shipping to the United States. If shipping more than 1 package or letter to 1 recipient, follow the steps in the “Multiple Packages” section below. If shipping international, follow the steps in the “International Shipping” section below.

10. Select the Account Code

11. Enter comments in the “shipping notes” section. Enter the Carrier and Service you wish to use (optional)

12. Enter a “Required Date” (optional)

13. Click “Next”
Multiple Packages

To enter multiple packages for the same recipient follow these steps:

1. Enter the Weight for the package. (1 LB for a package, 1 OZ for a letter)
2. Enter the dimension for the package (optional)
3. Enter the COD amount (optional)
4. Enter Declared Value (if insuring the package)
5. Enter the content description
6. Check the documents only option if only shipping documents
7. Click on the plus sign on the top left of the box to add another package
8. Complete steps 1 through 6 for the next package

14. Click Next
15. Click Next
16. Print the Ship Request form
17. Click “Done”
International Shipping

To ship packages outside the United States follow these steps:

Click on the button on the top right:

1. Enter the Quantity (qty)
2. Enter the item description
3. Enter the Weight (1 LB)
4. Enter the value

Other Billing

Open the “Bill To” panel by clicking on the “Bill To” blue strip:

To bill the shipment to the recipient, follow these steps:

1. Change the Bill To drop down list from “Prepaid” to “Bill Recipient”
2. Enter the account number

To bill the shipment to a 3rd party, follow these steps:

1. Change the Bill To drop down list from “Prepaid” to “Third Party”
2. Enter the Bill To contact information and account number
To ship using ERR follow these steps

1. Check the “certified mail err shipment” option
2. Select the ERR Cost Center by clicking on the “…” button next to the cost center text box. Select the cost center “ERR” from the list. Click on the “Select” button.
3. Click the “Next” button
4. Click on the “Use a Pre-defined Certified Coversheet” option
5. Click on the appropriate coversheet
6. Click on either “First Class Mail” or “Priority Mail”
7. Click on “Print my coversheet at my desktop and allow the mailroom to process my mail piece”
8. Click on the “Done” button

To reprint a ship requisition form, follow these steps

1. Enter the first page of the SendSuite Live Desktop 2.4
2. Click on the “…” button next to the “recall existing requisition” text box
3. Select the highlight the ship requisition
4. Click on the “Select” button
5. Click on the “Reprint Requisition” button
CLARK COUNTY SCHOOL DISTRICT
REQUEST FOR STAMPS

Date: ________________

School/Department Location # ___________

Requested By: _____________________________________________

Phone: 702-_________________

Approved By: _____________________________________________

Mail Service Fax: 702-799-2912

<table>
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<tr>
<th>QUANTITY</th>
<th>ROLL(S)</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
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<tr>
<td>______</td>
<td>ROLLS OF 100</td>
<td>$48.50</td>
<td>$________</td>
</tr>
</tbody>
</table>

TOTAL $________

PLEASE SIGN BELOW AND RETURN WITHIN FIVE BUSINESS DAYS. THANKS!

________________________________________________
Signature