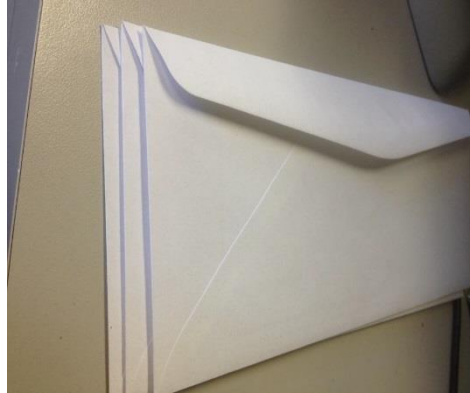


Acceptable

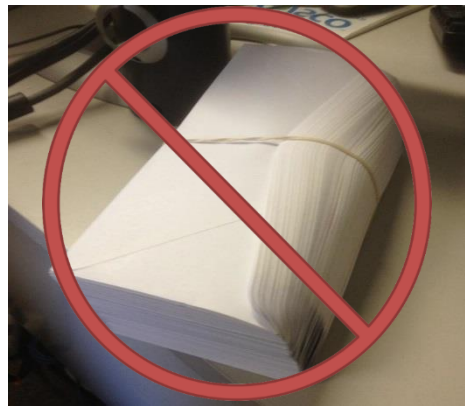


Not Acceptable

Envelopes should not arbitrarily be thrown in mail bins.



Postal Machine does not accept bundled opened flap mail.



Just a reminder...

1. US mail is taken to the Post office promptly at 2:30 p.m. daily. Any mail received after 2:30 p.m. may not go out until the following business day at the regular pick up times.
 2. *If you are mailing less than 10 envelopes, please seal them.*
 3. Ensure that your School Name or Dept. Code is visible on your envelopes (above or below PSD logo on the envelope is fine), so that we may bill and return mail accordingly.
 4. Make sure that envelopes are addressed properly and meet Post office and Palmdale School District standards.
 5. Put a stamp on personal mail. PSD does not supply stamps or postage for personal mail. It will be returned to your site or department.
- Thank you for your cooperation. If you have any questions, please call us at 661-789-6699.

Large Envelope Front Side



Back side - Sealed



**Large Envelope
Horizontal Layout
Not Acceptable**

