



6. **DO: Make sure all your envelopes have your return address.** If there is no return address, the Post Office will "dead file" your mail. Please be sure to identify your **site** or **dept.** so that postage is charged to the appropriate department.

7. **DO: Make sure all envelopes have complete legible addresses.** If you are using address

labels, make sure the labels are affixed smoothly otherwise the envelopes get stuck together

causing our machine to jam