

Mail Center

The function of the Frisco ISD Mail Center is to process all incoming, outgoing, and inter-office mail, in a timely and responsible way and in accordance with the rules and regulations set forth by the United States Postal Service and Frisco ISD. The Frisco ISD Mail Center picks up and delivers mail to approximately 80 locations throughout the district each day.

Sorting and Mail Pick-Up

- All U.S. mail to be picked up by the district couriers should be faced in the same direction.
- Interoffice mail should be placed in the green bag while stamped outgoing mail, mail to have postage affixed, international mail, and certified mail should be separated and each group rubber banded together.
- In order to ensure correctly billed USPS mail, please fill out a green mailing slip with your organization code and attach it to **ONLY** your outgoing USPS mail.
- USPS mail and Interoffice mail should be legible and have the correct return address and ship to address on the envelope.
- Please do not send cash or perishable items through interoffice mail.
- Interoffice mail has a 24 hour delivery time from the time of pick-up.

Bulk Mail Pricing

To ensure a proper delivery for bulk mail, please follow these steps.

Steps for Bulk Mailing:

- You will need to fill out the Postage Statement-PS Form PS Form 3602-EZ, January 2017 for Bulk Mailing if you have 200 or more pieces of mail. See sample form. The Fisd Mail Center no longer facilitates bulk mail and must be done at the campus or department level.
- Please rubber stamp your mail with the Bulk Mail permit indicia Permit 116 in the right corner where a normal postage stamp would be placed. You may also have your envelopes pre-printed through Sir Speedy with the indicia printed in the top right corner.
- Place outgoing mail in 1 or 2ft. letter trays supplied by the Frisco Post Office. Your USPS Mail Courier can supply them to your campus.
- All mail pieces must be sealed for bulk mailing.

IMPORTANT:

- All mail pieces should be identical in weight, size and content.
- All pieces need to be counted and RECOUNTED.
- All mail needs to be sorted in letter trays by zip code required by USPS.

Frisco Post Office accepts bulk mail 8:00a.m.-3:00p.m. Monday-Friday.

For more information please see <http://www.usps.com>