PROCEDURES FOR PREPARING and MARKING OFFICIAL OUTGOING MAIL
(This card must accompany each departmental mailing)

• All domestic mail will be sent “FIRST CLASS.” No marking necessary.
• Larger pieces of mail should be marked “FIRST CLASS” to expedite delivery.
• Foreign letter mail should be marked “AIR MAIL.”
• Foreign printed matter should be marked “AIR MAIL PRINTED MATTER.” (No letters enclosed.)
• Domestic printed matter should be marked “THIRD CLASS.” (If weight is over one pound then it should be marked “FOURTH CLASS.”)
• Domestic books should be marked “SPECIAL FOURTH CLASS RATE” or “LIBRARY RATE.”

PLEASE CALL EXT. 5225 FOR ADDITIONAL INFORMATION.

Total no. of pieces: __________________________
Actual piece count: __________________________
Total cost: __________________________ Meter Clerk signature