



AAPS Mail Procedures

Revised August 4, 2011

AAPS will now be handling U.S. Mail through a local mail house (Unit Packaging). Unit Packaging will process ALL outgoing US mail (including certified mail). Please "bundle" mail with the same weight/size envelopes that contain exactly the same packet of materials.

Bulk and/or non-bulk mail MUST be sealed in order for Unit Packaging to process without extra charge per piece.

Below are the procedures to follow for U.S. Mail

District mail will continue to be handled the same way with daily pick-ups (three times a week in the summer for all buildings and daily for summer school and specific buildings with activities) and delivery to Balas for distribution.

1. Continue using the "Cherry" colored Mail Procedure Form with all your mailings. This will allow Unit Packaging to track which school should be charged.
2. Please make sure all letters are sealed, labeled and pre-sorted by zip code in the bins before pick-up or delivery to Unit Packaging.
3. Pick-ups by the district will continue daily during the school year for same-day delivery to Unit Packaging.

If you are unable to prepare your mail for daily pick-up and it is imperative that your mail goes out on that same day you may deliver the mail directly to Unit Packaging (contact information below). Just remember to include a "Cherry" procedure form with your mail.

4. Daily small mailings:
You may wish to purchase stamps and mail your own small amount of daily mail or you can continue to send that via your daily AAPS pick-up. It will then be delivered to Unit Packaging on a daily basis for processing.
5. Large Mailings:
If you have a large mailing (200 or more pieces) Unit Packaging can process that job for you including stuffing envelopes, sealing, labeling and mailing. If you have a large mailing (over 6 bins) please let us know at least a day ahead of time so we can arrange a separate pick-up. To accomplish an all-school mailing which contains generic material (not grades or interim reports). You can use SASI and import your data into an Excel file and email to Unit

Packaging ([download instructions](#)). They can then label, stuff and mail your materials. We advise that for each mailing you send them a new Excel file in case students have enrolled or left your school throughout the year.

6. Postage

You can send your mail via First Class or the Non-Profit rate. The difference is about 20 cents and delivery time. Please note on your pink mail form which choice you prefer.

First Class

44 cents, delivered in 1-3 days (#10 envelope)

Non-Profit Rate

15-18 cents delivered in 3-10 days, possibly more if mailed near a holiday. Since most of our mail is local we have rarely experienced mail being held for more than a week but be mindful that if you do select the Non-Profit rate, while you do save money, it will take a week or more for it to be delivered.

Non-Ann Arbor Addresses

For any mail not being processed for Ann Arbor Delivery (48103,04,05,06,07,08), we will need to use First Class delivery. Please bundle those separately from your other zip code sorted mail.

Unit Packaging will be implementing procedures, which we believe will save us money and time in processing the mail. You should see no difference in your outgoing mail delivery.

Unit Packaging

Dave O'Brien

119 Enterprise Drive

Ann Arbor, MI 48103

663-0533

unitpack@aol.com (always note on the subject line: Attn: Dave O'Brien)