



### AAPS Mail Procedures

Revised August 31, 2020

AAPS will now handle U.S. Mail through Dollar Bill Copying. Dollar Bill 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.

Vq"ucxg"equvu"qp"rquvcig."rtkpvkpi."cpf"tgnvvgf"ugtxkeg"ejctigu."rngcug"hktuv"eqpukfgt"vjg"wug"qh"vjg"xcriquw"rnevhtqou"vjg"fkvtkev"qhhtu"hqt"eqo"wpkcvkqp"\*g"ockn."Uejqqnqi{"RqygtUejqqn."gve.,"cpf"wug"dwnm"ockn"y"jgtg"rquukdng#

Hqt"Fqnnct"Dknn"Ugtxkeg."rngcug"eqo"rngvg"cdncpmgv"rwtvj"ug"qtfgt"hqt"xgpfqt"%4692:0"Rngcug"fkuewu"ykvj{"qwt"dwf"igv"ocpcigt"vq"dg"egtvcv"vjg"hwpfu"ctg"cxckncdng0"Vjg"ugtxkegu"rtqxfgf"oc{"dg"yqtvj"vjg"gzrpgug"xgtuwu"vjg"equv"qh"uvchh"ncdqt0

### Procedures to follow for U.S. Mail

- Continue using the "Cherry" colored Mail Procedure Form with all your mailings. This will allow Dollar Bill to track which school should be charged.
- Please make sure all letters are labeled and pre-sorted by zip code in the bins before pick-up or delivery to Dollar Bill.
- Pick-ups by the district will continue during the school year delivery to Balas. 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 make arrangements with Dollar Bill (contact information below). Just remember to include a "Cherry" procedure form with your mail.

#### Daily Small Mailings

You may wish to use your building meter or purchase stamps and mail your own small amount of daily mail \*3/322"rkegeu+,"or you can continue to send that mail via your tqwvkgp AAPS pick up to Balas. [qw"yknn"hnf."uvwhh."and address."It will then be picked up by Dollar Bill at Balas on a daily basis for processing."Fqnnct"Dknn"yknn"ugcn"cpf"ogvgt"vjg"rquvcig"cpf"yknn"kpqxkeg"vjg"qtkikpcvki"fgrcv"ogpvluejqqn"dwkfkpi"vjg"cevwn"rquvcig"wugf0

#### 70 Large Mailings

If you have a large mailing (100 or more pieces) Dollar Bill can process that job for you including stuffing envelopes, sealing, labeling and mailing. If you have a large mailing please contact Stacy at Dollar Bill at least a day ahead of time so they can arrange a separate pick-up. Eqo"rngvg"vjg"rtqxfgf"htqo"chvgt"fkuewu"kpj"vjg"lqd"ykvj"Uvce{"cpf"uwd"okv"kv"ykvj"vjg"lqd"ugpv"vq"Dncu"qt"rkemgf"wr"d{"Fqnnct"Dknn0"}To accomplish an all-school mailing which contains generic material (non confidential: no grades or interim reports), you can email an electronic file to Dollar Bill. Contact Stacy Collick for instructions"cpf"equvu0

## 6. Postage

You can send your mail via First Class or the Non-Profit rate. The difference is cost and delivery time. Please note on mail form which choice you prefer. Use Non-Profit whenever possible.

### **First Class**

Delivered in 1-3 days.

### **Non-Profit Rate**

\$0.50 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 of delivery timing.

### **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.

For mail processing questions, please contact Ann Judge by email [judgea@aaps.k12.mi.us](mailto:judgea@aaps.k12.mi.us)

### **Dollar Bill Copying**

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**Ann Arbor, MI 48104**

**665-9200**

**Stacy Collick [stacy@dollarbillcopying.com](mailto:stacy@dollarbillcopying.com)**