

## AAPS Mail Procedure Form

Contact Stacy at Dollar Bill for job quotes 665-9200 or  
stacy@dollarbillcopying.com



<b>Date:</b>	<b>Your Name</b>
<b>PO#</b>	<b>Phone#</b>
<b>#Pieces/Env</b>	<b>Dept/Bldg:</b>
<b>Description/Items/Comments:</b> (Envelope size/job details/request certified, etc)	
<input type="checkbox"/> Seal <input type="checkbox"/> Meter postage <input type="checkbox"/> Fold & Stuff <input type="checkbox"/> Certified <input type="checkbox"/> with receipt	

Note: Sort bulk mail and large mailings by zip code. Contact Ann Judge [judgea@aaps.k12.mi.us](mailto:judgea@aaps.k12.mi.us) with questions x51253  
Print on cherry colored paper

## AAPS Mail Procedure Form

Contact Stacy at Dollar Bill for job quotes 665-9200 or  
stacy@dollarbillcopying.com



<b>Date:</b>	<b>Your Name</b>
<b>PO#</b>	<b>Phone#</b>
<b>#Pieces/Env</b>	<b>Dept/Bldg:</b>
<b>Description/Items/Comments:</b> (Envelope size/job details/request certified, etc)	
<input type="checkbox"/> Seal <input type="checkbox"/> Meter postage <input type="checkbox"/> Fold & Stuff <input type="checkbox"/> Certified <input type="checkbox"/> with receipt	

Note: Sort bulk mail and large mailings by zip code. Contact Ann Judge [judgea@aaps.k12.mi.us](mailto:judgea@aaps.k12.mi.us) with questions x51253  
Print on cherry colored paper