

Interoffice Process

Interoffice mail is mailing of documents between sites or departments within Escondido Union High School District (EUHSD).

Interoffice mail is picked up and delivered from each site, based on the [Warehouse Delivery Schedule](#). (link to [Warehouse Services Page](#))

Interoffice Process:

- Please use designated interoffice envelopes.
- Separate interoffice envelopes from letters/envelopes that require postage.
- Include on interoffice envelope the following:
 - 'Date' = Current date
 - 'Deliver To' = Recipient's name
 - 'Department' = Recipient's site/department
 - 'Sent by' = Sender's name
 - 'Department' = Sender's site/department