

Standard Outgoing Mail

The Purchasing department is responsible for providing outgoing mail postage for all of Escondido Union High School District.

Outgoing Mail Procedure:

- Outgoing mail will be picked up at DSC by 2:30pm, metered and delivered to USPS by 3:00pm daily.
- Any mail sent through Mail Room must pertain to School District business **only**.
- Mail is sent First Class unless otherwise specified.
- Please alert the Warehouse if you are planning a large mailing.

Addressing Mail:

- Address should be printed in block form with a uniform left margin.
- Include Suite/Apartment numbers on the same line as Street address.
- Please use either PO Box or Street address, not both.
- Please include directional abbreviation on address line (i.e. NW).
- No punctuation needed for City and State.
- Correct spelling for city or to locate zip code, visit www.usps.com
- Leave upper right-hand corner blank for postage.
- Return address and department name must be included in upper left-hand corner.