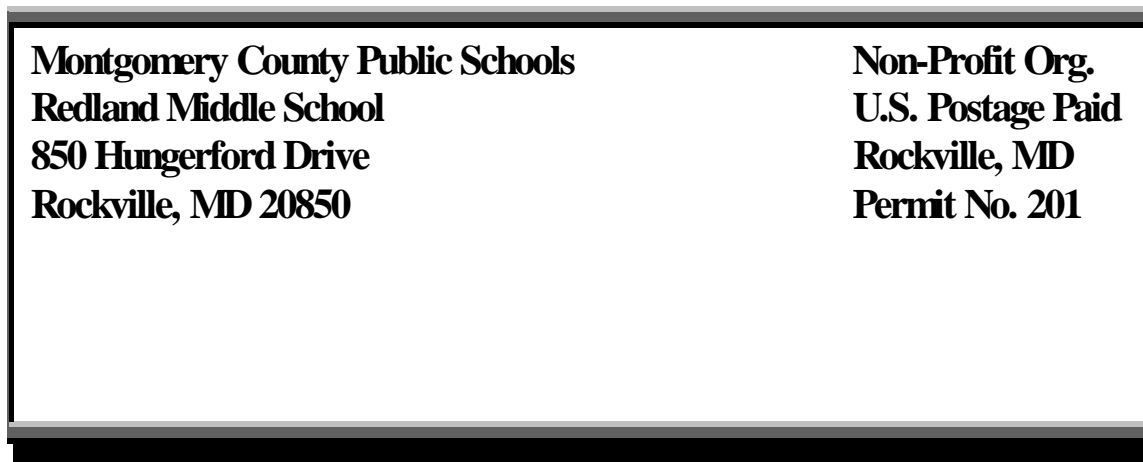


**Address**

- **ALL pieces must have permit imprint in the right hand corner on the envelope or cover sheet.**
- **Because MCPS is permit holder, MCPS and your school name must be in the return address.**
- **See sample “How To” below:**



**Sorted**

- **Each piece must face the same way**
- **Must be sorted by ZIP code**
- **Secure same zip code pieces with two thick rubber bands placed horizontally and vertically**
- **Separate same zip code pieces into bundles no more than 4 inches thick**

**Delivery**

- **Place in cardboard boxes for pick up by Pony**
- **Write total number of pieces on one of the boxes**

**Please contact Ron Parrot, Jr., mailroom supervisor, 301-279-3149, if you have questions.**