

HELPFUL HINTS FOR CERTIFIED MAIL

BE SURE:

- TO USE A #10 ENVELOPE OR LARGER
- THAT YOU HAVE A RETURN ADDRESS ON YOUR ENVELOPE
- TO PLACE THE CERTIFIED STICKER ON THE FRONT OF THE ENVELOPE JUST TO THE RIGHT OF THE RETURN ADDRESS AND FOLD AT THE DOTTED LINE
- TO ADDRESS THE PS 3811 GREEN CARD PROPERLY
- TO PUT THE ARTICLE # ON THE PS 3811; USE THE STICKER ON THE CERTIFIED PS 3800 FORM
- TO CHECK THE SERVICE TYPE AS CERTIFIED MAIL IN BOX #3.
- TO GET YOUR RECEIPT DATE STAMPED BY THE POST OFFICE AND SAVE IT.

DO NOT:

- USE A SMALL ENVELOPE
- PUT THE BAR CODE ON THE ENVELOPE UPSIDE DOWN
- COVER THE BARCODE WITH A METER STRIP OR POSTAGE
- CHECK BOX #4 UNLESS YOU WANT RESTRICTED DELIVERY
- CHECK RETURN RECEIPT FOR MERCHANDISE WHEN YOU ARE USING CERTIFIED MAIL
- USE RESTRICTED DELIVERY WHEN THE ADDRESSEE IS A BUSINESS

MAIL CUSTOMER RETURN ADDRESS	 <p>CERTIFIED MAIL</p> <p>7005 3110 0000 2803 2640</p>	POSTAGE
NUMBER 10 ENVELOPE	RECIPIENT NAME STREET OR PO BOX ADDRESS CITY, STATE, ZIP	