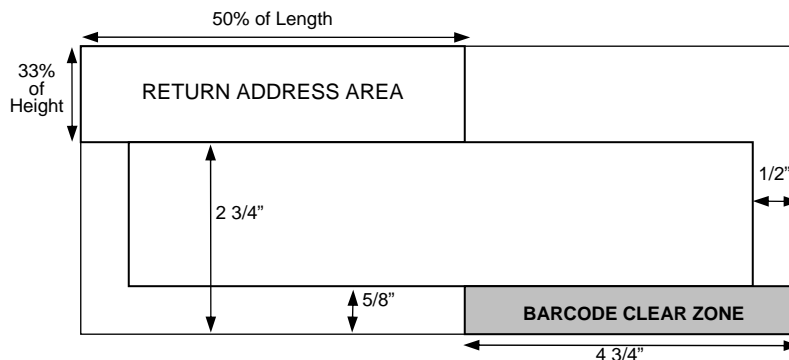


NON-AUTOMATED LETTERS – UPGRADABLE - TX

These instructions are for Texas only! If your mailout consists largely of mixed United States ZIP codes, alert Print & Mail Services for separate instructions. As always, if you have any questions about your mailing item, please contact Print & Print & Mail Services at 245-2293.

SORTING/TRAYING REQUIREMENTS FOR NON-AUTOMATED LETTERS, UPGRADABLE:

- Must be letter size.
- Must weigh 2.5 oz. or less.
- Machine-printed, non-script (no handwritten) addresses.
- An OCR read area.
 - 1/2” margin on left and right of envelope.
 - 5/8” margin from bottom edge.
- Barcode areas clear.
 - 4 3/4” from right edge, across the bottom.
 - 5/8” from bottom right edge.
- See diagram below for correct specifications.



- An itemized list must accompany your mailing, indicating all ZIP codes used and the total pieces for each ZIP code destination. Print & Mail Services will supply the department a form (# 03A-1003) to assist with this Zip code list. The list is to accompany the mailout when it is brought to Print & Mail Services to be checked.
- All San Marcos mail must be bundled or trayed separate from the rest of the mailout.

SORTING/TRAYING SEQUENCE:

Take itemized ZIP code list and follow the sorting/traying separation guidelines below.

5-Digit (REQUIRED) – All pieces to the same ZIP code

- If you have 150 pieces or more, follow these requirements.
- If you have 149 pieces or fewer, follow 3-Digit Requirements.

Requirements:

- 150 pieces or more are required.
- Rubber banding is not required.
- Use 1-foot or 2-foot trays.
- Less than full trays are not permitted.
- Sleeve and strap trays.
- Label trays as follows:
 - Line 1: City-state, with 5-digit ZIP code
 - Line 2: “STD LTRS 5D UPGR”
 - Line 3: “MAILER SAN MARCOS TX 78666”

3-Digit (REQUIRED) – First 3 digits of ZIP code are the same on all pieces

- If you have 150 pieces or more, follow these requirements.
- If you have 149 pieces or fewer, follow AADC Requirements.

Requirements:

- 150 pieces or more are required.
- Rubber banding is not required.
- Numerical ZIP code order in tray.
- Use 1-foot or 2-foot trays.
- Less than full trays are not permitted.
- Sleeve and strap trays.
- Label trays as follows:
 - Line 1: City-state, with 3-digit ZIP separation from chart below
 - Line 2: “STD LTRS 3D UPGR”
 - Line 3: “MAILER SAN MARCOS TX 78666”

3-Digit ZIP Separation for Line 1 – Compiled from USPS Chart L002 (For Texas only - If you have this separation for another state, please contact Print & Mail Services)

| ZIP | LINE 1 | ZIP | LINE 1 |
|------------|--------------------|------------|--------------------|
| 733 | AUSTIN TX 733 | 775 | NORTH HOUSTON 775 |
| 750 | NORTH TEXAS TX 750 | 776 | BEAUMONT TX 776 |
| 751 | DALLAS TX 751 | 777 | BEAUMONT TX 777 |
| 752 | DALLAS TX 752 | 778 | BRYAN TX 778 |
| 753 | DALLAS TX 753 | 779 | VICTORIA TX 779 |
| 754 | GREENVILLE TX 754 | 780 | SAN ANTONIO TX 780 |

(Continued)

3-Digit ZIP Separation for Line 1 *Continued*

| ZIP | LINE 1 | ZIP | LINE 1 |
|------------|----------------------|------------|-----------------------|
| 755 | TEXARKANA TX 755 | 781 | SAN ANTONIO TX 781 |
| 756 | LONGVIEW TX 756 | 782 | SAN ANTONIO TX 782 |
| 757 | TYLER TX 757 | 783 | CORPUS CHRISTI TX 783 |
| 758 | PALESTINE TX 758 | 784 | CORPUS CHRISTI TX 784 |
| 759 | LUFKIN TX 759 | 785 | MCALLEN TX 785 |
| 760 | FORT WORTH TX 760 | 786 | AUSTIN TX 786 |
| 761 | FORT WORTH TX 761 | 787 | AUSTIN TX 787 |
| 762 | FORT WORTH TX 762 | 788 | SAN ANTONIO TX 788 |
| 763 | WICHITA FALLS TX 763 | 789 | AUSTIN TX 789 |
| 764 | FORT WORTH TX 764 | 790 | AMARILLO TX 790 |
| 765 | WACO TX 765 | 791 | AMARILLO TX 791 |
| 766 | WACO TX 766 | 792 | CHILDRESS TX 792 |
| 767 | WACO TX 767 | 793 | LUBBOCK TX 793 |
| 768 | ABILENE TX 768 | 794 | LUBBOCK TX 794 |
| 769 | MIDLAND TX 769 | 795 | ABILENE TX 795 |
| 770 | HOUSTON TX 770 | 796 | ABILENE TX 796 |
| 771 | HOUSTON TX 771 | 797 | MIDLAND TX 797 |
| 772 | HOUSTON TX 772 | 798 | EL PASO TX 798 |
| 773 | NORTH HOUSTON TX 773 | 799 | EL PASO TX 799 |
| 774 | NORTH HOUSTON TX 774 | | |

After assembling all 5-Digit or 3-Digit trays we assemble AADC area trays.

AADC Area (REQUIRED) – Same state.

- If you have 150 pieces or more, follow these requirements.
- If you have 149 pieces or fewer, follow Mixed AADC Requirements.

Requirements:

- 150 pieces or more are required.
- Rubber banding is not required.
- Pieces are grouped by AADC Area, in numerical ZIP code order.
- Use 1-foot or 2-foot trays.
- Less than full trays are not permitted.
- Sleeve and strap trays.
- Label trays as follows:
 - Line 1: AADC Area and code from chart below
 - Line 2: “STD LTRS AADC UPGR”
 - Line 3: “MAILER SAN MARCOS TX 78666”

AADC Area and 3-Digit ZIP Separation for Line 1 – Compiled from USPS Chart L801 (For Texas only - If you have this separation for another state, please contact Print & Mail Services)

| ZIP | LINE 1 |
|----------------------|----------------------------|
| 750, 754 | AADC NORTH TEXAS TX 750 |
| 751 – 753 | AADC DALLAS TX 752 |
| 755 – 759 | AADC TYLER TX 757 |
| 760 – 764, 768, 769, | |
| 790 – 797 | AADC FORT WORTH TX 760 |
| 770 – 772 | AADC HOUSTON TX 770 |
| 773 – 778 | AADC NORTH HOUSTON TX 773 |
| 780 – 782, 788 | AADC SAN ANTONIO TX 780 |
| 779, 783 – 785 | AADC CORPUS CHRISTI TX 783 |
| 733, 765 – 767, 786, | |
| 787, 789 | AADC AUSTIN TX 786 |
| 798, 799, 885 | AADC EL PASO TX 798 |

Mixed AADC Area (REQUIRED)

- Any remaining pieces placed in trays in AADC order from chart above.

Requirements:

- Numerical ZIP code order according to chart.
- Use this classification for any letters that did not fit in the first 3 separations.
- Mixed States go in this tray or bundle.
- Use 1-foot or 2-foot trays.
- Sleeve and strap trays.
- Label trays as follows:
 - Line 1: “MXD BMC DALLAS TX 75197”
 - Line 2: “STD LTRS UPGR WKG”
 - Line 3: “MAILER SAN MARCOS TX 78666”

Now that you have completed sorting and traying, you are ready to call Print & Mail Services and schedule an appointment at 245-2293.