



9th in a
series of
useful
tips

MONTGOMERY COUNTY PUBLIC SCHOOLS

Correspondence Writing Tips

**A COMPANION TO THE
MCPS CORRESPONDENCE MANUAL**



Pony Mail Tips

- Pony mail is for MCPS business only.
- Cross out the previous name on the Pony envelope and write in the space below.
- Use full name and location of addressee – no abbreviations.
- Write clearly – use black or blue ink.
- Make sure envelope is properly closed.
- Never send cash or fragile items through the Pony.
- Large mailings to all locations should be presorted by Pony route.
 - For boxes, seal securely and check that all required paperwork is in order.
 - Make sure you use the right sized envelope or box (up to the size of a toner cartridge box).
 - Boxes up to the size of a Xerox paper box should be placed beside the Pony bag.

U.S. Mail Tips

U.S. mail guidelines for unsealed envelopes through the Mail Services Unit:

- Envelopes must be bundled with envelope flaps down and not interlocked.
- Bundle envelopes in stacks no greater than four inches deep.
- Secure each stack with rubber bands.
- Envelopes can contain up to four folded sheets.
- Envelope addresses must be typed.
- Envelope addresses must face the same direction.
- Envelope size cannot exceed 4 x 9 ½ inches.

Important notes:

- Do not mix sealed and unsealed envelopes in the same bundle.
- Envelopes larger than 4 x 9 ½ inches must be sealed.

If you need more information, or have a mailing that is too large for Pony pickup, call or e-mail Ron Parrott, Jr., supervisor, Mail Services Unit, at 301-279-3149 or Ronald_E_Parrott-jr@mcpsmd.org

Look for more tips in the near future!

*E-mail us for a quick response to your grammar and style questions:
Donna_M_Marks@mcpsmd.org*

*Our Editorial Help Desk also appreciates your phone calls and visits:
301-517-8139
CESC, Room 20*

We are also your contact for a copy of the MCPS Correspondence Manual.