

Pony Express

✓ Checklist

APPROPRIATE MAIL

- ✓ Pony Express is for MCPS business only
- ✓ Never send cash or fragile items through the Pony

PONY ENVELOPE

- ✓ Cross out the previous name and write in the space below
- ✓ Use black or blue ink
- ✓ Use full name and location

BOXES

- ✓ Use full name and location
- ✓ Seal box securely
- ✓ Some departments require specific paperwork before pickup

SIZE

- ✓ Use the Pony bag for Pony envelopes and boxes 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

SORTING

- ✓ Large mailings to all locations should be pre-sorted by Pony route
- ✓ Contact DMM for Pony route lists

MCPS U.S. MAIL

- ✓ Address the envelope as if you were taking it to the Post Office yourself
- ✓ Envelope must have location name as return address