

Print Shop Introduces New Mailing Service for Schools

Some elementary school teachers welcomed their students back from the summer with personalized postcards. According to Buzz Lee, MCPS Print Shop supervisor, “We worked with six elementary schools and the demand is increasing.” The MCPS Print Shop, Department of Materials Management (DMM), has been fulfilling an increasing demand to print addresses and postage on postcards, agenda books, and instructional materials. “We then send the mailings to the Pony, where Mailroom Manager **Ron Parrott** clears them with the post office manager to complete the mailing to students at their home address, Buzz explained.



The equipment required for this work is a variable data printer. Initially, the Print Shop used this to number student exams. However, that process is no longer needed. The variable data printer has a new purpose—printing addresses and mailing. This is a growing part of the Print Shop’s service to the community. The Print Shop has also received requests for mailing Student Rights and Responsibilities, “Welcome Back” messages to students at Walter Johnson High School, and a special notice to MCPS staff.

We look forward to addressing the growing demands of our schools and central services for this new service. Call Customer Service at 301-279-3309 to get started.