WARRENSVILLE HEIGHTS
City School District

Mailing Information

- Our postage meter will seal envelopes and add our logo and a return address. If you would like your school address rather than the district address (4500 Warrensville Road, Warrensville, Heights, Ohio 44128), please identify your mail with a post-it note. Each department must supply their own envelopes, however they don't need to have the return address preprinted or rubber stamped.
- Mail to be sealed should have the **flaps down** as though sealed already and all flaps facing the same direction.
- Clasp or tie envelopes should not be used for US mail. It interferes with the automated equipment at the Post Office and also can't be sealed by our mail meter. Please tape over, seal over or remove metal clips.
- Large envelopes (flats) cost more in postage than business size envelopes. Use only when necessary. A 15" x 12" envelope is the maximum size that qualifies as a flat. It is considered a parcel when it exceeds those dimensions; if it is not flexible; or if it is thicker than 3/4".
- To qualify for a better postage rate, use 6" x 9" envelopes and fold contents in half (10 page maximum) rather than larger envelopes if possible. This will save at least $.32 apiece.
- We have a folder in the Graphics Department. Send your mailing (or other project) over for folding if you would like to save some time. It cannot fold a multi-page or stapled document, but works very well for individual pages.
- We do not have inserting or collating equipment, that still needs to be done by hand.
- We have a large shredder you may use for confidential shredding.

QUESTIONS?

email me: jeanette.luethjohn@whcsd.org or call 216-865-4743