

ENVELOPES AND ENCLOSURES

Envelopes:

The envelopes which bare the insignia "Official Business" and "Penalty for Private Use \$300" and "Permit No. G-268" can ONLY be used with the Penalty Mail meters. When you switch to the Commercial mail you cannot, must not, continue to use those envelopes. Destroy/recycle these envelopes when you switch to Commercial meters.

New envelopes for Commercial mail will be printed at WSU Extension Bulletins. The return address will be your local/county address. Standard mail returned for addressee unknown, etc. will be returned to the local office by U.S. Postal Service and not to Pullman (pre-sort mail is not returned to sender). Please keep your addresses up-to-date. Also, note that for pre-sort standard mailings, such as newsletters, we are no longer required to print the words "Official Business" immediately below the return address.

Enclosure Slips:

Newly designed enclosure slips have been created by the Information Department and can be ordered online <<http://caheinfo.wsu.edu/print/slips.html>>. Remember, the District budget pays for enclosure slips so follow the District procedures for ordering. The new enclosure slips will reflect the university integrated marketing and the new WSU Extension logo (replacing the Cooperative Extension logo). Enclosure slips are not *required*, however, whenever you mail something, visibility of Washington State University and Washington State University Extension is important. If you are not including letterhead in a mailing, use an enclosure slip.

January 2004