

Package Sorting:

① Group Together all pieces with same 5 Digits

USE :



EXAMPLE: FAIRFAX 22030's

THEN ↓

② Group Together all pieces with same 3 Digits

USE :



EXAMPLE: ARLINGTON 222's

THEN ↓

③ Group Together all pieces in the same STATE

USE :



THEN ↓

④ Any remaining pieces (less than ten) of different states, are placed in a MIXED STATES package.

(MIXED STATES FACING SLIP MUST COVER ADDRESS OF TOP PIECE IN BUNDLE)

EXAMPLE:



Important: 10 pieces of mail make a package
12 packages make a sack

There may be less than 10 pieces to a package; less than 12 packages to a sack. These numbers represent when it becomes mandatory that you make a separate package / sack. EXAMPLE:

10 pieces for 22030 → must be a package / 12 packages for Arlington 222 → must be a separate sack

698-6478 - Mail Book with
fundelines

5-DIGIT SACK LABEL

1.

FAIRFAX VA 22030
3C LTRS
NORTHERN VA. 220

3-DIGIT SACK LABEL

2.

NORTHERN VA 221
3C LTRS
NORTHERN VA. 220

STATE-SACK LABEL

3.

DIS NORTHERN VA 220
3C LTRS. VA
NORTHERN VA. 220

MIXED STATES-SACK LABEL

4.

DIS NORTHERN VA 220
3C LTRS - MXD. STS.
NORTHERN VA. 220

Put rubber band long way first