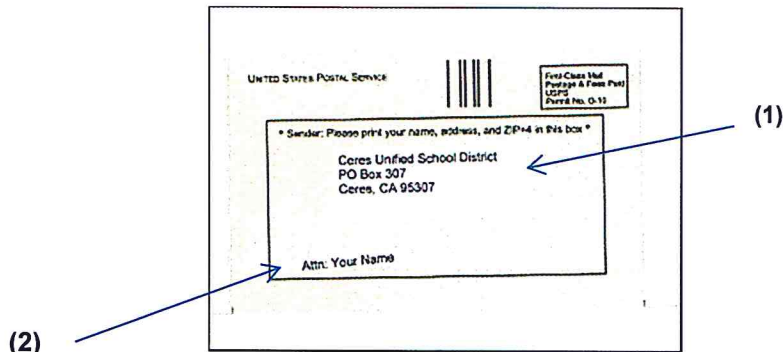


HOW TO PREPARE A CERTIFIED MAILING

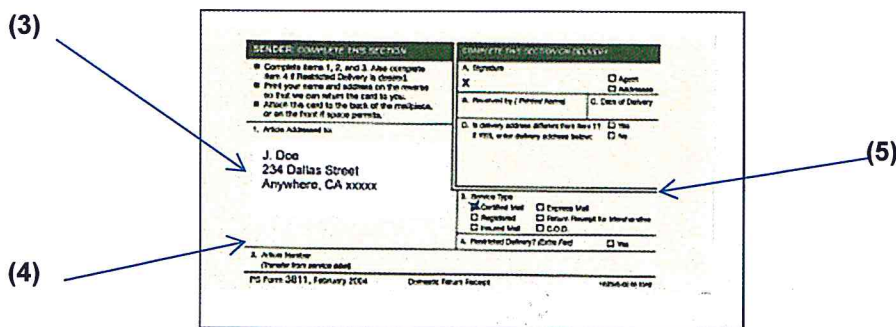
Prepare the Return Receipt Card

- (1) Neatly print directly on card or prepare a mailing label, using the District's P.O. Box address.
- (2) Put your name on this side of the card so it can be returned to you once the addressee has signed for receipt of your item.



On the other side of the card

- (3) Complete the name and address of the person/company you are sending the item to in section 3 by neatly printing or use a mailing label.
- (4) Article Number (transfer from service label below)
- (5) Mark "service type" box "certified mail"



Prepare the Certified Mail Receipt

- (6) Neatly print directly on the receipt, the name and address of the person/company you are sending the item to. It is not necessary to calculate the postage, Robert or Arden will figure that out for you.
- (7) Be sure to put your name on this as well, so it can be returned to you showing the date it was mailed.
- (8) Place sticker at top of envelope to the RIGHT of the return address, folding over the top of the envelope on the dotted line.



