



DESIGN



PRINT



MAIL



REPEAT

**STATE PRINTING CENTER +
CENTRAL MAIL SERVICES**

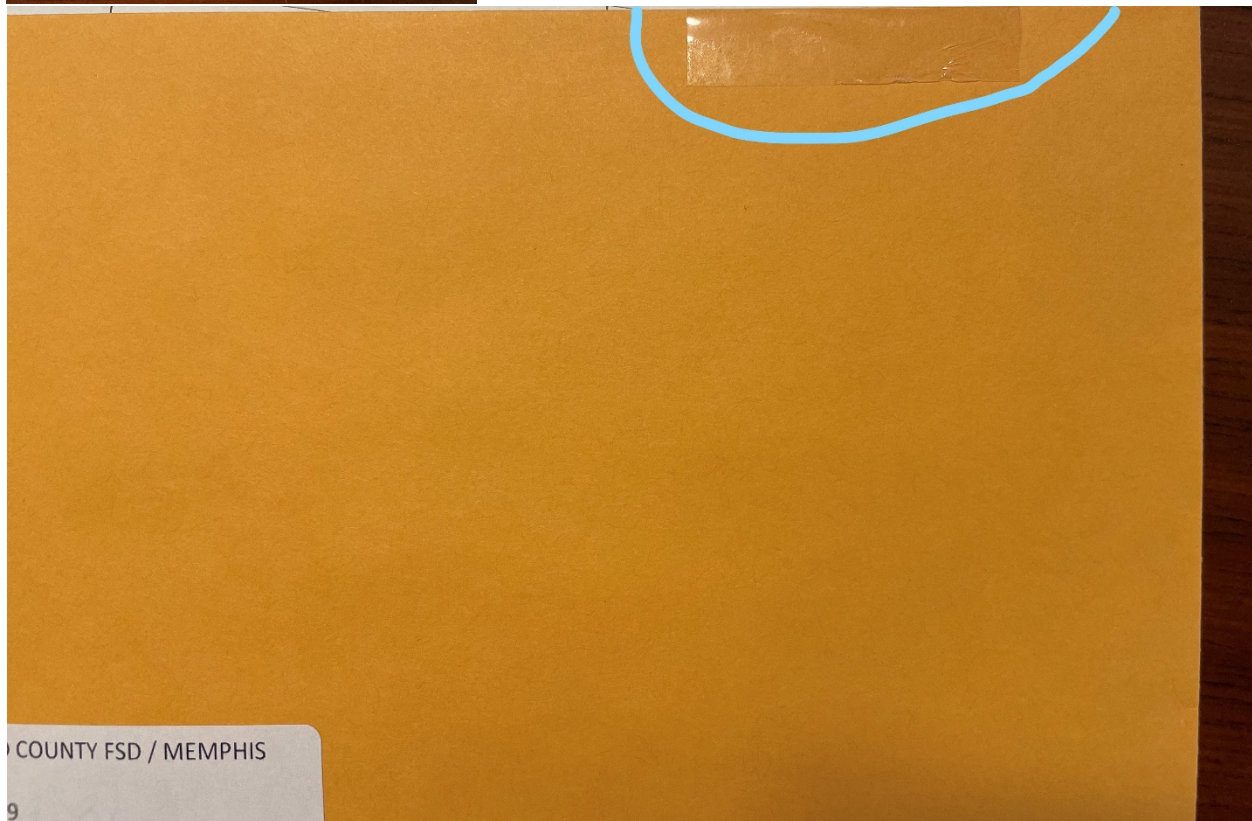
4720 Scruggs Station Road,
Jefferson City, MO 65109
573.751.3307 | MOPrintMail.mo.gov

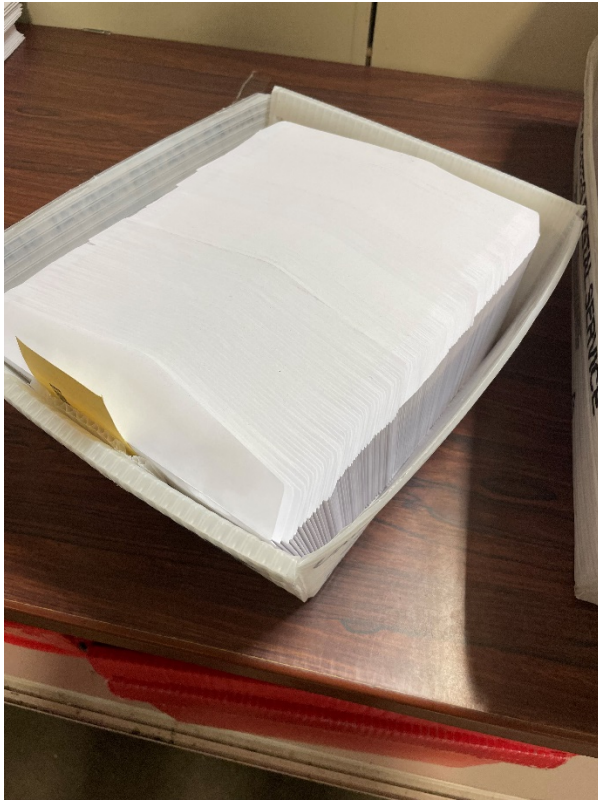
CENTRAL MAIL GUIDELINE EXAMPLES



Example of Mailing Index Card (left)

Please avoid placing tape in postage meter area. (see below)





Properly “Trayed” Sealed with Unsealed Mail

Sealed and unsealed mail are separated in the same tray, with mail index card included for processing.





Examples of properly bundled flats (left) and letters. (below)

