



AAPS Mail Procedures

Revised July 23, 2024

AAPS handles U.S. Mail through Dollar Bill Copying. Dollar Bill will process outgoing US mail (including certified mail). Please "bundle" mail with the same weight/size envelopes that contain exactly the same packet of materials. If you have a meter in your building or if you purchase stamps you may continue to use those methods. The services you choose to use through Dollar Bill are up to your department/building needs and budget.

To save costs on postage, printing, and related service charges, please first consider the use of the various platforms the district offers for communication (email, Schoology, PowerSchool, etc.), and use bulk mail where possible!

For Dollar Bill Service, please complete a blanket purchase order for vendor #24708. Please discuss with your budget manager to be certain the funds are available. The services provided may be worth the expense versus the cost of staff labor.

Procedures to follow for U.S. Mail

1. Continue using the "Cherry" colored Mail Procedure Form with all your mailings. This will allow Dollar Bill to track which school should be charged.
2. Please make sure all letters are labeled and pre-sorted by zip code in the bins before pick-up or delivery to Dollar Bill.
3. Pick-ups by the district will continue during the school year delivery to Balas. If you are unable to prepare your mail for daily pick-up and it is imperative that your mail goes out on that same day you may make arrangements with Dollar Bill (contact information below). Just remember to include a "Cherry" procedure form with your mail.
4. **Daily Small Mailings**
You may wish to use your building meter or purchase stamps and mail your own small amount of daily mail (1-100 pieces), or you can continue to send that mail via your routine AAPS pick up to Balas. You will fold, stuff, and address. It will then be picked up by Dollar Bill at Balas on a daily basis for processing. Dollar Bill will seal and meter the postage and will invoice the originating department/school building the actual postage used.
5. **Large Mailings**
If you have a large mailing (100 or more pieces) Dollar Bill can process that job for you including stuffing envelopes, sealing, labeling and mailing. If you have a large mailing please contact Stacy at Dollar Bill at least a day ahead of time so they can arrange a separate pick-up. Complete the provided form after discussing the job with Stacy and submit it with the job sent to Balas or picked up by Dollar Bill. To accomplish an all-school mailing which contains generic material (non confidential: no grades or interim reports), you can email an electronic file to Dollar Bill. Contact Stacy Collick for instructions and costs.

6. Postage

You can send your mail via First Class or the Non-Profit rate. The difference is cost and delivery time. Please note on mail form which choice you prefer. Use Non-Profit whenever possible.

First Class

Delivered in 1-3 days.

Non-Profit Rate

\$0.67 cents delivered in 3-10 days, possibly more if mailed near a holiday. Since most of our mail is local we have rarely experienced mail being held for more than a week but be mindful of delivery timing.

Non-Ann Arbor Addresses

For any mail not being processed for Ann Arbor Delivery (48103,04,05,06,07,08), we will need to use First Class delivery. Please bundle those separately from your other zip code sorted mail.

For mail processing questions, please contact Angela Reyna by email
reynaa@aaps.k12.mi.us

Dollar Bill Copying

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