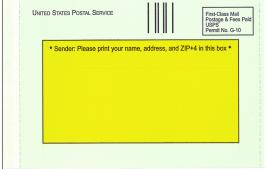
CERTIFIED MAIL

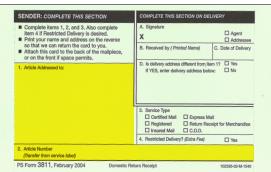


Please Note

The certified mail receipt must be placed on the left hand side of the envelope just under the Return Address, as shown. Please do not place the receipt in the upper right corner; The upper right corner is reserved for the postage meter (see diagram below.) Please be sure to fill in all required information on the certified mail green card, as we cannot fill it out for you.







The green card needs to be placed on the BACK of the mailing item.

Questions

For more information, you can contact Larry Ruiz Print Services Supervisor at (210) 356-8801, ext. 68831. Our staff is also available to answer your questions between the hours of 7:00 AM and 4:00 PM.