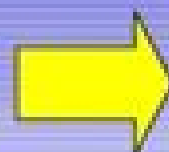


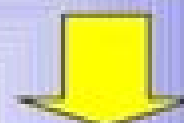
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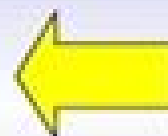
- Private/Confidential
- Urgent
- Special (recorded or special delivery)
- First Class
- Second Class



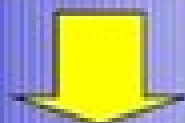
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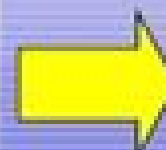
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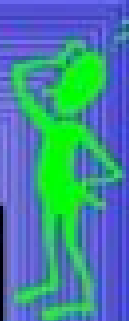
Check for any enclosures – attach to letter



Sort Mail into departments – place in trays/pigeon holes



Mail will either be collected by staff from the mail room or delivered to departments



Mailroom Procedures Manual

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Mailroom Procedures Manual:

Decoding **Mailroom Procedures Manual**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Mailroom Procedures Manual**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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