



REFORM CALIFORNIA

DO NOT SEAL ENVELOPES

Additional supplies needed: **BLACK** or **BLUE** pen and **yellow highlighter**.

- ☐ 1. Place the return address sticker on the **middle of the back side** of the envelope.
- ☐ 2. Fold the letter into thirds with the **address visible on top**.
- ☐ 3. Write the recipient's **name and street address**—found on each letter you received—on the **middle of the front** of the envelope. (See sample.)
- ☐ 4. Write **"TIME SENSITIVE"** in the **bottom left corner** of the envelope and highlight it in yellow. (See sample.)

John Doe
1234 Broadway Ave
San Diego, CA 92101

TIME SENSITIVE

- ☐ 5. Insert the letter into the envelope and **DO NOT SEAL**.
- ☐ 6. Before placing the envelopes back into the tray, ensure all envelope flaps are folded down but left **UNSEALED**.
- ☐ 7. Place all envelopes facing the same direction, with the mailing addresses pointing toward the **Processing Center Tag**.
- ☐ 8. Verify that the **Processing Center Tag** is still attached and intact.
- ☐ 9. Place the completed stuffed envelopes back into the mailing tray and return the tray to the office.
- ☐ 10. Return this checklist with the completed mailing tray.



Scan the QR code
to the right for an
instructional video on
how to do a mail tray.



IMPORTANT REMINDER

Each mailing tray takes approximately 12 hours to complete. Please return your completed tray within **seven (7) business days** of picking it up so we can keep our mailing schedule on track.