REDUCE UNWANTED MAIL IN YOUR DEPARTMENT

To stop unwanted mail

- **First class mail**: Cross out the address and bar code, by drawing one line diagonally across the recipient’s address and a line through the bar code., circle the first class postage on upper right corner and write "No longer here or No such name and **Please return to sender**". Drop in any mail box, it will be returned to the sender.

- **Bulk mail**: The post office throws away bulk mail if is undeliverable. The mail piece can not be returned. Unless there is endorsed with an “address correction requested”. In that case circle the endorsement, add new address, and drop it with the outgoing mail as it will be returned to sender and treated as First Class mail. Or you can send the label to the sending company with the person’s new address or let them know you do not want that mail.

- **Catalogs**:
  - Call the company's 800 number and have the label information handy.
  - Write your instructions on the mailing label and fax it to the company. Mark "ATTN: customer service".
  - Tear off the label, write your instructions on it, and enclose in the postage-paid ordering envelope. Mark envelope "ATTN: customer service". This method is the least effective.