# Mail Handling

Main features of an outgoing mail area:

- Mail bags
- Post office forms
- Folding and inserting machine
- Scales (Manual or Electric)
- Franking Machine
- PC used for printing address labels, check e-mail messages.

# Mail Handling Manual

United States. Congress. House. Committee on Post Office and Civil Service. Subcommittee on Postal Operations

**Mail Handling Manual:**

Department of the Interior Geological Survey Manual Geological Survey (U.S.),1987 *Marine Corps Manual* United States. Marine Corps, **Technical Manual** United States. War Department,1946 *Geological Survey Manual* United States. Department of the Interior,1980 *Records Management Handbook, Managing the Mail* United States. National Archives and Records Service,1971 Adjutant General's Field Manual United States. Adjutant-General's Office,1943

Reclamation Manual United States. Bureau of Reclamation, *U. S. Government Correspondence Manual* DIANE Publishing Company,1995-08 Provides Federal employees and others with guidelines for preparing correspondence Designed to simplify the preparation of official correspondence by achieving uniform standards for Federal communication Applicable to all Federal employees who write review edit sign type file and control official correspondence Extremely useful for all businesses Extensive bibliography 24 illustrations **NATS Manual** Naval Air Transport Service,1944 *Air Force Manual* United States. Department of the Air Force,1955 *U.S. Government Correspondence Manual, 1992* ,1992

*Congressional Record* United States. Congress,1972 Postal Clerk 1 & C Lloyd E. Smethers,1993 *Policy Digest* U.S. Fish and Wildlife Service,1984 *Curtailment of Postal Services* United States. Congress. House. Committee on Post Office and Civil Service. Subcommittee on Postal Operations,1964 **Curtailment of Postal Services. Hearings...88-2...June 16, 17, 18, 1964** United States. Congress. House. Post Office and Civil Service,1964 *Federal Register* ,1986 *Federal Register Index* , **Federal Register, ... Annual Index** ,1977 *Monthly Catalog of United States Government Publications* ,1990

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