



IN FIVE DAYS TO
OFFICE OF
CITY CLERK
EMPLOYMENT OPPORTUNITY -
"ACTION EMPLOYER"
1 N. SPRING STREET
LOS ANGELES, CA 90012

L A CITY
200 N MAIN ST
LOS ANGELES CA 90012



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M/S
160

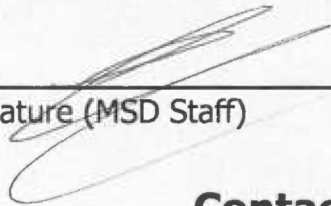
**DEPARTMENT OF GENERAL SERVICES
MAIL SERVICES DIVISION
City Hall Room 161 – Mail Stop #451**

NOTICE OF RETURNED MAILERS

- Large "golden-rod" manila ENVELOPES MUST BE SEALED
(Moisten, Postage Scotch Tape, or Self-Stick Adhesive)
- OVER 3.5 ounces – ALL SIZE ENVELOPES MUST BE SEALED
(AND may be subject to surcharge)
- INCOMPLETE CITY DEPARTMENT RETURN ADDRESS
(Department name, complete address, City, State and Zip Code)
- INCOMPLETE RECIPIENT ADDRESS
(Recipient's name, complete address, City, State and Zip Code)
- PERSONAL MAIL (Unauthorized to Use City Funds to Process)
- MAILER RECEIVED WITH NO CONTENTS
- PERMIT LANGUAGE MUST BE CROSSED OUT
(Applicable to any mail not processed via MSD MAP Unit)
- PAPER TYPE DOES NOT MEET USPS SPECIFICATIONS
 - Dark Color (i.e. Red)
 - Glossy
 - Does not meet Weight Criteria
- STAPLES MAY NOT BE USED TO SECURE MAILERS
(Damages MSD/USPS mail machine equipment)
- SELF-MAILER/ FLYER = TABS are REQUIRED
- MAIL DAMAGED BY MACHINE
- Other: Needs Suite #

Signature (MSD Staff)

Date



7/13/18

**QUESTIONS?
Contact Mail Services Division
(213) 978-0290**