

INTERDEPARTMENTAL MAIL PROCEDURES

How to address an interdepartmental mail envelope

WISCONSIN
 INTER-DEPARTMENTAL MAIL
 CROSS OUT PREVIOUS ADDRESS

USE BLACK INK

DEPT (ABBREV.)	BLDG NAME OR STREET ADDRESS	NAME	SUB-UNIT	FLOOR OR ROOM#
English	Helen C. White 600 N. Park	John Doe	English Department	Rm #7186

Alternative Envelope

STATE OF WISCONSIN
 INTER-DEPARTMENTAL MAIL
Do Not Seal or Staple
 Envelope will be delivered to last address

Name and Department	Room Number and Building or Address
John Doe English	7186 Helen C. White, 600 N. Park

Alternative Envelope
(More difficult to fit full address)

INTER-DEPARTMENTAL DELIVERY
 Cross out previous address. Utilize all spaces

NameJohn Doe..... 7186 Helen White, 600 N. Park	Name Dept	Name Dept
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