



ALBUQUERQUE PUBLIC SCHOOLS

# the mailCenter

A division of Graphics Enterprise Services

## DID YOU KNOW?

### The Mail Center:

- » Delivers inter-office mail to all schools and administrative sites providing next day service throughout the district
- » Delivers materials from the GES Print Shop to your location at no cost
- » Handles all outgoing U.S. Mail including bulk mailings of report cards, payroll, benefits statements, W-2's and certified mail for the district
- » Has daily UPS pick-up/delivery at the mailCenter
- » Can answer questions about bulk mailing and permit mailing
- » Can answer questions about postage meters and procedures for adding funds to meters



**NEW  
LOCATION**



Contact: Stefan Carlisle  
505.842.3660  
stefan.carlisle@aps.edu

**HOURS:**  
7:30 am - 4:00 pm



ALBUQUERQUE  
PUBLIC SCHOOLS

let's get started.



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