



ALBUQUERQUE PUBLIC SCHOOLS

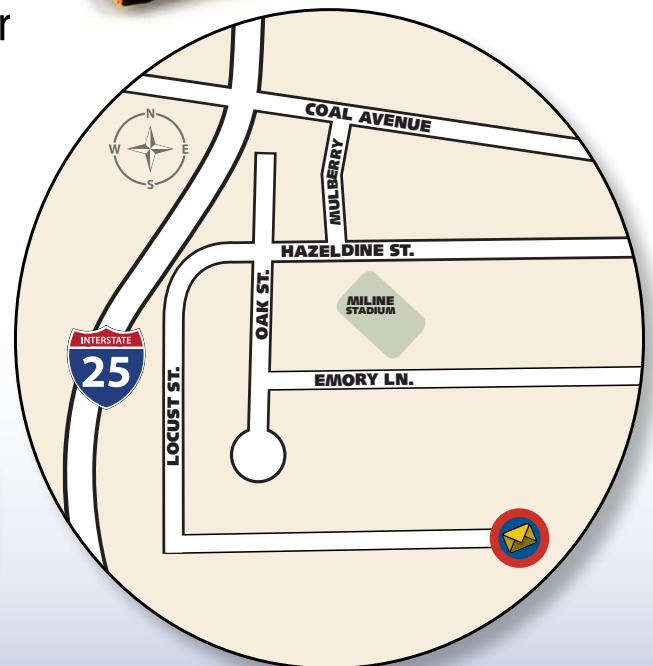
# the mailCenter

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!**



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

ALBUQUERQUE PUBLIC SCHOOLS

let's get started.



916 Oak Street SE • Albuquerque, NM 87106  
**505-842-3660** inquiry.ges@aps.edu • aps.edu/graphics