

# MAIL PREPARATION TIPS FOR AUTOMATED PRESORT PROCESSING

## STICKY MAIL OCCURS

- When too much water is applied to the adhesive on the envelope flap.
- During high humidity.
- When tightly packing freshly sealed mail into mail trays.



## AVOID STICKY MAIL

- Reduce the amount of water applied to envelopes during the inserting process.
- Loosely pack freshly sealed envelopes into mail trays.
- Separate mail (fanning) prior to packaging it into mail trays.