



STEP 9

MAIL AND FILES

- When you get to work on Thursday, you get started on the company mail. You sort the letters by class, open them, date stamp them, and distribute them. That morning you find a letter that is addressed to a name you don't recognize. After checking with your supervisors, you realize someone must have made a mistake, so you forward the letter.

That day you have a package and three letters to mail out. The package must reach its destination by the next day, but there is no rush on the three letters. You also have 400 coupons to mail to new college freshmen who have purchased something at the stores since school started. You address the package and letters and barcode the coupons before taking them to the campus mailroom. There the items will be weighed on a postal scale, and the postage meter will put the correct postage on them. You remind the campus mailroom employees that the next-day-delivery package will need to be insured for \$40 and will need a signature confirmation.

When you get back from the mailroom, you set about putting away some client files from yesterday. Your office organizes files alphabetically. First, you inspect the files and then you index and code any new files, being careful to put the label in the same place on each file. Next, you do a rough sort, dividing the files into two piles, before fine sorting the files, arranging them alphabetically. Lastly, you must store the files in the filing cabinets.

~~When you get back from the mailroom, you set about putting away some client files from yesterday. Your office organizes files alphabetically. First, you inspect the files and then you index and code any new files, being careful to put the label in the same place on each file. Next, you do a rough sort, dividing the files into two piles, before fine sorting the files, arranging them alphabetically. Lastly, you must store the files in the filing cabinets.~~

The files you are putting away include:

C. Lewis

Mike Lewis, Ph.D.

Rivers Books Corp.

Jeff Jones Shipping

Clearwater Bottled Liquids

4 Steps to Reading

University of Cleveland

Ohio Dept. of Education

Write files in INDEXING ORDER AND ALPHABETIC SEQUENCE