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|  **On-line Post Process** |
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| **Outgoing Post** |
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| **CYP&FS**  |  | If you have any external post which you would like posting out, email: |
|  |  | postal&workflow@hullcc.gov.uk  |
|  |  |  |
|  |  | All items to be include in the envelope must be attached to email ensuring that the recipient’s name and address is clearly identified. If the document is private and confidential please include this within the letter. |

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|  |  | Please make sure you send individual emails with the attachments; as if you were putting the documents in ‘one envelope’; as all the attachment included within the ‘one email’ will be posted out in one envelope. |
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|  |  | ***If you would like to letter posting 1st Class please indicate in the email.*** |
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|  |  | If you are doing a mailshot you will need to inform the post room so that they can expect your email’s attachments to be distributed to multiple addressees. |
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| **Post Room Staff** |  | Email received in ‘Postal & Workflow inbox’ requesting attached documents to be posted in the external post |
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|  |  | Print off all attachments ensuring name and address is clearly identified, if not return the email back to the sender |
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|  |  | For any documents that are private and confidential; this should be clearly visible to the recipient |
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|  |  | Only those documents received in the email attachment should be included in the envelope |
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|  |  | *If indicated in the email for 1st Class* *mark the envelope accordingly* |
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|  |  | The sender will contact you if they are requesting a mailshot so you are aware an email will have multiple attachments to be distributed to multiple addressees |
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