

MAILING PROCEDURES

The following are some general guidelines to use when sending your mail to Monarch Properties, Inc./Westmark Management Company/Asset Performance Group:

1. Be sure proper postage is on the envelope. **YOU MUST HAVE A POSTAGE SCALE.**
2. Use appropriate sized envelopes for mail being sent.
3. Staple petty cash receipts to the back of the Petty Cash Reimbursement request so that each receipt can be read by the Bookkeeper. Do not fold them inside the form or leave them loose. It is too easy for them to get lost.
4. Do not send cash for any reason.
5. Be sure the property name is on all forms, correspondence, requests for forms, etc.
6. Staple or paper clips all items that go together such as all invoices, payroll forms, etc.
7. Occupancy files should not be stapled. Use prongs and prong bases to hold paperwork together.
8. Send Supervisor, Bookkeeping or Occupancy material in separately addressed envelopes directly to your Supervisor, Bookkeeper or Occupancy Supervisor.
9. Send mail daily, weekly, etc., as instructed by your Supervisor, Bookkeeper or Occupancy Supervisor.