



The proper placement of the Certified Receipt and the Return Receipt on letters and flats are shown here.

On letters: The Certified Receipt with the number and barcode is placed just to the right of the return address with the top of the receipt folded over the top of the envelope. The number and barcode needs to be on the front of the envelope. The Return Receipt is placed on the back of the envelope.

On the flats: The Certified Receipt is placed just to the right of the return address like on the letter , but the Return Receipt is placed on the front of the envelope. Do Not use the Return Receipt as an address label.

