

Done by:
Mahmood Mohammed Juma

المخلص لا يشمل الصفحات:
(60, 61, 62, 63, 65, 66, 67, 68)

POST AND POSTAL SERVICES

1- Postal equipments:

Postal equipment	Service
Letter opener	Used to open the letters.
Date stamping machine	Used to stamp all incoming post with the date as evidence on a particular date.
The addressing printer	Prints the names and addresses on the envelopes or forms.
Jogger machine	Aligns individual pages for stapling or for inserting into envelopes.
Folding and interesting machine	Used to automatically fold and insert printed materials into the envelopes.
Franking machine	Used to place the postage value on envelopes or parcels.
Weight scale	Used to weigh non standard letters and parcels.

2- Dealing with incoming post:

- 1-Sort mail according to general, private, confidential, personal and urgent.
- 2- Stamp every document with the date it is received.
- 3- Check envelopes for enclosures.
- 4- Record remittances (money received) in the remittance book.
- 5- Distribute post.

✓ Dealing with the following mails:

Category of mail	Action required
General	Open following the rules of the company.
Private, Personal or Confidential	Deliver unopened to the person(s) concerned.
Registered mail	Sign upon receipt, open separately and record the remittance.
Urgent	Open separately and deliver immediately.
Mail not for the company	Repost unopened.

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Suspicious postal packets

- An unusual shape or size.
- Wires attached.
- Oil, grease or powder marks on the cover.
- No return address.
- Weighing heavier than the weight suggested.
- Having a smell of almonds.
- A pin hole in the wrapping.
- Too much postage.

Dealing with Suspicious postal packets:

1. Inform the nearest supervisor, security officer or manager.
2. Leave the office as soon as possible.
3. Do not handle, shake or smell the suspicious item.

Questions:

3- Stat whether the following sentences are true or false:

a)False b) True c) False d) True e) True f) True

9- How will you identify the following suspicious items ?

1.Oil or marks on the cover 2. Unusual size or shape 3. Weighing heavier than the weight suggested

الرجاء العودة للكتاب، ومراجعة الصفحات:

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