



Think Before You Send

- Communication is important to any business, but unnecessary emails are costly and time-consuming.
- Does that information really need to be sent? Does everyone on the email message really need a copy?
- Do you need to reply, “Me, too”?
- And whatever you do, don’t hit “reply all” unless you know who the “all” is and really mean it!

Reducing the number of non-essential, redundant emails saves the Postal Service time and money, and that’s smart business.