

Junk Mail Directions

***Note:** In order to even consider completing the Junk Mail service project, you must first collect pieces of unwanted mail over a period of time until you've accumulated a hefty load!

Step one: Find the 800 number (or other toll-free number) on the piece of mail. You may have to open the mail to find this number. If you cannot find a number on the mail, write

NO # on the piece of mail... somewhere where I can see it. Put this in a separate pile.

--If the company tells you to FAX them the request, write FAX and put in a separate pile.

--If the number is Long-distance, write LD on the mail and put in a separate pile.

Step two: Get yourself to a customer service representative. You may have to listen to a recording before getting there, but usually, if you press ZERO, you'll get to an actual PERSON.

Step three (or when you get to talk to a person):

Say: My name is _____ and I am calling for my advisor from _____ High School. I am calling today to request that _____ be removed from your mailing list; he/she no longer works here (or has requested that he/she be removed from your mailing list).

Tell the customer service representative **THANK YOU FOR HELPING** reduce the amount of mail that is coming into our school.

That should do it. They may, however, ask for a contact name or number. If they do, give them your advisor's name and number.

Final step: Mark through the address part of the mail to indicate you've made contact with this company AND we will no longer receive mail from them.