ADMIN ARCADE

HOLIDAY CARD COUNTDOWN

ADMINARCADE.COM
Life admin for people who hate it

Four stations to get your cards out the door, **whether you send first or send one back when a card shows up.** Check off each station you finish for a ticket.

MY WAY: ○ SEND FIRST ○ SEND BACK AS THEY COME

MAIL BY
USPS says Dec 17 for arrival before Dec 25
_____

CARDS I NEED
Names on the list, plus a few spares
_____

STAMPS I NEED
Square cards need the extra postage below
_____ regular _____ square _____ postcard _____ overseas

#	STATION	WHAT IT COVERS	PLAN TO FINISH BY	DONE
1	**MAKE THE LIST** Names first	Everyone you want to send to, or everyone who sent you one last year Sending back as they come? Start with a short list and add names when cards arrive	_____ DATE	☐
2	**CHECK ADDRESSES** Page 2 has room	Anyone who moved, and any address you're not sure of Look up a ZIP at tools.usps.com/zip-code-lookup.htm. Check the box when it's right	_____ DATE	☐
3	**CARDS + STAMPS** In the house	A box from the store, photo cards, or ones you already have Photo card companies post their own order-by dates. Those are for getting them to you	_____ DATE	☐
4	**MAIL THEM** Or send them back	Send first: all in the mailbox by your mail-by date Send back: one goes out within a few days of each card you get	_____ DATE	☐

CARD LIST

Check **GOT ONE** when their card arrives.
Got one but not sent yet? That's your next card.

NAME (OR FAMILY)	ADDRESS CHECKED	GOT ONE	SENT
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

2026 POSTAGE + MAIL-BY DATES

From USPS, read Nov. 1, 2026

Forever stamp, 1 oz card	$0.82
Square card, 1 oz (stamp + $0.49 surcharge)	$1.31
Postcard, up to 6 x 4-1/4 in	$0.65
Overseas card, 1 oz	$1.75
Mail by: Lower 48, AK, HI, PR, territories	Dec 17
Mail by: military APO, FPO, DPO	Dec 9

ADDRESS TIPS

For the people who moved

- USPS forwards First-Class Mail for 12 months after a move.
- Moved 13 to 18 months ago? The card comes back to you with their new address stuck on it.
- Write that new address on page 2 right away.
- Not sure? Text them and ask. It counts as checked.

STATIONS DONE _ / 4

One ticket per station you finish, so four tickets for the whole sheet. Sending back as they come? Station 4 counts once you've sent back your first one.

USPS dates are recommended send-by dates for delivery before Dec. 25, and USPS says actual delivery can vary. Check usps.com before you count on one. · adminarcade.com

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CARD ADDRESSES

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Page 2 of the Holiday Card Countdown. **Write each address once, keep this page with your cards,** and use it again next year.

ADDRESSES

Check **GOT ONE** when their card arrives, **SENT** when yours goes in the mail.

NAME (OR FAMILY)	STREET ADDRESS, APT	CITY, STATE, ZIP	GOT ONE	SENT
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
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			☐	☐
			☐	☐