

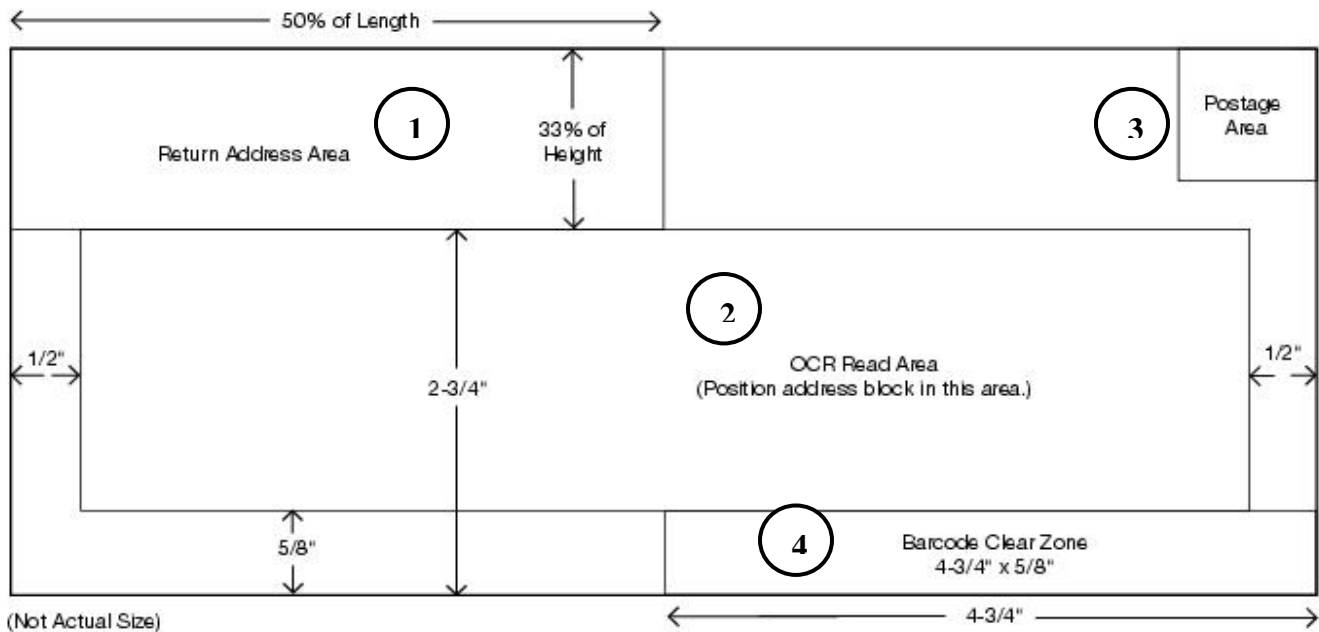
# Bulk Mail

## Definition of Bulk Mail

1. Content *must be* commercial or advertising mail.
2. Content *must* contain general, non-personal information only.
3. Mailing *must be* a **minimum of 200 pieces**.
4. All pieces *must be* identical.
5. All pieces *must* weigh less than 16 oz per piece.
6. All pieces *must be* Domestic Mail only.
7. USPS will dispose of undeliverable bulk mail.

## Mandatory Address Specification

Effective immediately, **“Current Resident or” MUST BE** added above the Addressee’s name on the mailing label, or printed or stamped on the actual mail piece. (Rubber stamp available in Mailroom.)



The layout of the mail piece must adhere to the following spacing guidelines:

1. Return Address Area.
2. Position address label within this area including “Current Resident or” above the name
3. Postage area for permit indicia (rubber-stamped or printed on mail piece).
4. Barcode zone – KEEP THIS AREA CLEAR! The machine at the post office will put a barcode in this area.

## **Preparing a Bulk Mailing**

1. Call the Mailroom at extension 3992 to request appropriate mailing trays.
2. Complete bulk mail form and attach to the front of one of the trays.
3. Deliver to the Mailroom 3-5 days prior to the mailing date.

*Please call the Mailroom at ext. 3992 with questions.*

# Bulk Mail Information Sheet

Department: \_\_\_\_\_ Date:  
\_\_\_\_\_

Contact person: \_\_\_\_\_ Ext:  
\_\_\_\_\_

Banner account # to charge:  
\_\_\_\_\_

Total number of pieces: \_\_\_\_\_

Mailing date required \_\_\_\_\_

Other info:  
\_\_\_\_\_