PROCEDURE:

I. Bulk Mailing Procedure:
   A. Bulk Mailings are an easy option for departments. This saves you time and effort as well as getting discounted rates through USPS. We have two types of Bulk Mailings Available
      1. Smart Mailer Bulk Mailings
      2. General Bulk Mailings
   B. Mailings can be printed, folded, tabbed, labeled and mailed with little effort on your part.
      1. Remember all bulk mailings need the bulk permit printed on them.
   C. A bulk mailing must include at least 200 pieces, none of it foreign. All pieces in a bundle must be the same size and weight and face the same direction. An exact count of the pieces in on a zip code form must be presented with the bulk mailing.
   D. The permit number and bulk mail insignia should be in the upper right corner of each envelope, with the return address in the upper left corner. Detailed instructions on sorting large mailings may be obtained from the mail room. Please be sure that the departmental account number is on the bulk mailing paperwork.
   E. In order for a bulk mailing to go to the post office on the same day it is delivered to the mailroom, it has to be in the mailroom by 11:00 a.m. The post office does not process bulk mailings immediately.

II. Preparing a Smart Mailer Bulk mailing.
   A. Your mailing can be printed, folded, tabbed, labeled and mailed with little effort on your part. All you need to do is contact the Print Shop with the print job and Mailroom with the mailing addresses. Remember all bulk mailings need the bulk permit printed on them.
   B. Send your order for a mail piece to be designed by the print shop or deliver your blank mailing to the mailroom.
   C. Email the Excel Spreadsheet with the Mailing names, addresses, etc. to the Mailroom.
   D. The mailroom will handle all aspects of the mailing. They will:
      1. Print the address with the Intelligent Barcode in Zip Code format.
      2. Sort the mailing
      3. Prepare USPS Paperwork
      4. And deliver to the post office

III. Preparing a General Bulk mailing with pre labeled and stuffed mail.
A. Checklist for Bulk Mailings

1. **The following is a list of items that must be completed prior to delivering the bulk mailing to the mailroom**

   a. The mailing must have 200 or more pieces.
   b. None of the pieces can be foreign addressed.
   c. The pieces must be the same weight and size.
   d. Each envelope must have the same contents.
   e. All pieces in the bundle must face the same way.
   f. All pieces must be sealed.
   g. All pieces must have preprinted bulk mailing stamp in the upper right hand corner or the campus mailroom can check out a bulk mailing stamp.
   h. An exact count is required with the following form and breakdown: [MSU Billings: Business Services - Zip Code Form](#)

      (1) All Billings pieces must be added by zip code (this includes 591 and 590 zip codes).
      (2) All other Montana pieces must be added by the first three zip code digits.
      (3) All out of state pieces added by state.

B. Sort Instructions

1. When presorting you are grouping your mail by ZIP Code.

2. All of the pieces going to the same destination get grouped into the same bundle.

3. Sort to specific areas, (i.e. 590, 591, and etc.) and then work your way up to more general areas.

4. Count the number of mail pieces in each area code and place this number in the Zip Code Form.

5. Total the number of pieces and turn in the Zip Code Form with the bundled bulk mail.

6. The mail room clerk will then fill out the specific postage statement for the bulk mailing and submit it to the post office.