

Policy Number: 262.1

Policy: Bulk Mailing

Effective Date: 3/2013

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Approved by: Business Services Director

POLICY:

I. Bulk Mailing Policy:

- A. Bulk Mailings are an easy option for departments. This saves you time and effort as well as getting discounted rates through USPS.
- 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,