

# THIRD-CLASS BULK MAILINGS

## Instructions and Information

If you wish to process mail using bulk mail (3<sup>rd</sup> Class) rates you will need the following:

1. A ***Postage Service Request*** form with fiscal officer signature.
2. A ***Departmental Postage Number(DPN)*** stapled to Postage Service Request.
3. A ***Zip Code Verification Form***. By signing this form, you state that all Pieces in your mailing have accurate and up-to-date zip codes.
4. **Move Update Compliance Form (PS6014)**
5. **Bulk mail instructions** (below).
6. A **sample** of the pieces mailed.

**All mailings that are not properly prepared will be held and the mailer will be asked to come to Campus Mail Service to correct the problem.**

**\*\*\*NOTE\*\*\* Printing and Duplicating can make your mailing automation compatible allowing for discounts of up to 75% over 1<sup>st</sup> Class mailings. Call 453-2268 for more information.**

### **WHAT QUALIFIES FOR BULK (3<sup>RD</sup> CLASS) MAIL**

A bulk mailing must contain a minimum of 200 pieces of ***identical domestic*** material reproduced by some process other than handwriting or typewriting. Each piece must have a **correct zip code number** and be separated according to the separation procedures contained later in these instructions. All pieces of the mailing must be verified and corrected where necessary with the use of at least one of the following USPS approved methods: **USPS Zip Code Directory** or **CASS Certification**. ***In addition, starting in September 2008 all 3<sup>rd</sup> Class mail must have an ancillary endorsement (preferably "Address Service Requested" to ensure each department updates its mailing lists every 95 days.*** Without using this endorsement or using

Printing/Duplicating software to process mailing lists, 3<sup>rd</sup> Class mail will not qualify for bulk mail discounts.

### **WHO CAN USE BULK MAIL**

Any organization which has a university account number is eligible to use the university bulk mail permit.

### **HOW IS POSTAGE DETERMINED**

The amount of postage charged to each piece of bulk mail is determined by weight. The basic rate is presently \$.162 per letter 3.3 ounces or less. If the mailing has 150 or more pieces to the same 3/5 digit zip code, these pieces may qualify for lower rates if an **itemized sheet** is provided. An **itemized sheet** is a detailed breakdown of the number of pieces going to each zip code. The basic rate for flat sizes pieces 3.3 ounces or less is \$.420 per piece.

### **HOW POSTAGE IS APPLIED**

Two methods of postage payment are available for bulk mailings:

#### **1.) PERMIT INDICIA #15**

Users may have the university's bulk mail indicia printed or reproduced in the upper right hand corner of the address side of each piece. The imprint must be legible and must be a color that contrasts sufficiently with the paper to make the imprint readable.

#### *Example*

NON-PROFIT ORG.  
U.S POSTAGE  
PAID  
PERMIT NO. 15  
CARBONDALE IL

#### **2.) METER POSTAGE**

Campus Mail can apply meter postage at the appropriate rate for you mailing. **\*\*NOTE\*\*** Mail that is over 1/2" thick or not in envelopes, such as tri-folds or the like **must** have the Permit #15 indicia printed on the piece to avoid possible damage to the piece in the metering process.

Regardless of which method is used, the postage cost for the mailing will be charged to the University Account specified on the *Postage Service Request Form* and billed with the regular monthly postage charges.

## **INSTRUCTIONS FOR SORTING BULK MAILINGS**

**STEP 1:** Separate 10 or more pieces with same 5-digit zip code. All pieces must be facing the same way. Please rubber band all bundles securely.

**STEP 2:** Of the remaining mail, separate 10 or more pieces with same 3-digit zip code, (i.e. IL 629, MO 630. etc.). All pieces must be facing the same way. Rubber band all bundles securely.

**STEP 3:** Of all remaining mail, separate 10 or more pieces to the same ADC (see L004-list attached) **Note:** *Fewer than 10 pieces in a bundle are not allowed, they must be used in step 4* . All pieces must be facing the same way. Please rubber band all bundles securely.

**STEP4:** The remaining pieces are to be bundled together and labeled MIXED STATES. All pieces must be facing the same way. Please rubber band all bundles securely.