

THIRD-CLASS BULK MAILINGS

Instructions and Information

If you wish to process mail using bulk mail rates you will need the following:

1. A **Postage Service Request** form with fiscal officer signature.
2. A **Departmental Postage Number (DPN)** stapled to the upper right-hand corner of the Postage Service Request.
3. A **Zip Code Verification Form**. By signing this form, you state that all of the zip codes to which the pieces of your mailing are being sent are accurate and up-to-date.
4. **Bulk mail instructions** (below).
5. A **sample** of the pieces to be mailed.

All mailings that are not properly prepared will be held and the mailer will be asked to come to Campus Mail Service for instructions and assistance. If you have any questions concerning the above instructions please call Campus Mail Service at 453-5348.

WHAT QUALIFIES FOR BULK 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 procedure contained 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.

NOTE: Bulk mail is not preferential mail and therefore is usually a slow method of communication. A minimum of 1 to 2 weeks should be allowed for nationwide delivery.

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 chargeable on each piece of bulk mail is determined by weight. The basic rate is presently 18.4 cents per letter. If the mailing has 150 or more pieces to the same 3/5 digit zip code, these pieces may qualify at lower rates if an itemized sheet is provided. An itemized sheet is a detailed listing of the number of pieces going to each zip code.

HOW POSTAGE IS APPLIED

Two methods of postage payment are available to bulk mail users:

- 1) PERMIT INDICIA #15

Users may have bulk mail indicia printed or reproduced in the upper right hand corner of the address side of each piece. Printing press, lithography, or similar devices may make permit imprints. They may not be typewritten or hand-drawn. The imprint must be legible and must be a color that contrasts sufficiently with the paper to make the imprint readable. Contact Campus Mail Service for proper forms of indicia permissible.

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

2) METER POSTAGE

Campus Mail Service can apply meter postage at the appropriate rate to bulk mailings. Since the application of metered postage requires machine handling, mail of more than average thickness (approx. ¼ ” or more), or mail not enclosed in envelopes must bear the permit #15 indicia to avoid the possibility of damage in machine handling.

Regardless 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.

WHERE TO BULK MAIL

Bulk mail is only mailed at the Campus Mail Service. Bulk mail should be brought to the Campus Mail Service by the mailer or through arrangement with Transit Service or Campus Mail Parcel Pickup. The mail carriers have been instructed not to pick up bulk mail from routes. In order to provide you with the maximum amount of accuracy in cost determination, Campus Mail Service will need a total count of the number or pieces in each mailing bearing the permit # 15 indicia and a count of any qualifying 3/5 digit presort pieces.

HOW TO SEPARATE BULK MAIL

All mail intended to be sent at the bulk rate must be separated by zip code using the following two step system. When the instructions call for a “BUNDLE LABEL” it should be approx. the size of the mailed item. See samples below:

SPRINGFIELD	IL	ADC CHICAGO	MIXED
62701	628	606	STATES

INSTRUCTIONS FOR SORTING BULK MAILINGS

STEP 1: Separate 150 or more pieces with the same first 3-digit zip code, (i.e. IL 628, MO 630, etc.). All pieces must be facing the same way. If the mailing has 150 or more These pieces may qualify for a lower rate provided it is listed on the itemized sheet. Please Rubberband all bundles securely.

STEP 2: The remaining pieces are to be labeled MIXED STATES

Envelopes which you wish to have sealed are to be **FLAPPED OPEN**. Flat-size (i.e. brown manila envelopes) mail must be sealed. Metal closures are not permitted for flat size mailings.