# BULK MAIL PROCEDURES

## 3rd Class Non Profit

## 200 piece minimum

***IMPORTANT CHANGE:** Only Newsletters with a permit imprinted will be processed by the Warehouse. This will help us provide better service to the schools.

Request Duplications to print the Non Profit Organization number 4140 in the upper right corner.

Sample – Bulk

Site Name
Address
City, State Zip Code

NON-PROFIT ORG.
U. S. POSTAGE PAID
PERMIT #4140
SANTA ANA, CA

Your Label with:
Name
Address
City, State Zip Code

Mail Center Information Form **must** be completed with all the required information listed below:

1. School/Department name and contact person.
2. Full 14-digit Account number.
3. Total number of pieces (**200** piece constitutes **Bulk rate**.)
4. Telephone number.
5. Type of mailing.

Basic Requirements to Qualify:

1. All pieces MUST BE THE SAME SIZE AND WEIGHT.
2. Mail is to be separated by Zip Code and facing the same direction.
3. Mailing machine will seal business size envelopes, but flaps must be left up.
4. **So single or tri-fold** sheets will be accepted **without** the permit imprint number #4140 printed on the top right corner of the mailing.
5. Mailing machine will not seal manila envelopes; **you must seal them**.
6. No RED or DARK COLORED paper.
7. NO STAPLES anywhere on the mailing.
8. If mailing is a folded sheet, the crisp, flat fold is to be at the top.
9. Address label is to be centered, and upper right corner blank for metering.

Take into consideration that once a mailing is at the Post Office, all Third Class mail takes 3-4 days to reach its destination.

If you have any questions, please contact the Warehouse at 424-5075.

Thank you for your cooperation.

6/03