

BULK MAILING PROCEDURES  
(now called NON-PROFIT STANDARD MAILING)  
Revised 4/2018

Bulk mailings are: Any mailing with contents exactly alike of 200 pieces or more. Report cards do NOT qualify. Mail merge letters do NOT qualify if the names of the parent or student are on the actual mail piece. Mailing must pertain to our business of education and mention the Redlands USD. It may not have anything hand written on it. *(Please be sure your mailing says "authorized by Redland USD" so it can be identified as a District mailing not just a School mailing since the District holds the permit.)*

**Inland Presort will be handling all of our bulk mailings from now on.** They will not only be saving you money on postage (**about .11 cents per one-ounce letter**), but also time in sorting your bulk mail and will pick it up from your site! In order for this to happen we need you to follow the new procedures listed below when you have a bulk mailing:

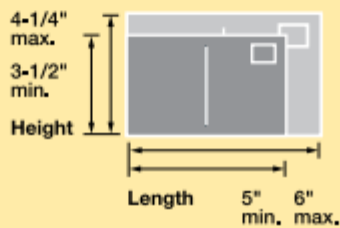
1. **Determine** how to label your mailing...it MUST be done correctly or you will be charge 1st class rates...see pages 2 and 3 below.
2. **CALL** Inland Presort 909-307-1300 to arrange a pick up time for your bulk mailing. Inland Presort will come to YOUR site and pick it up. (THEY NEED ADVANCE NOTICE and you don't need to drive your mail ANYWHERE!) Please be sure to give them time after pick up, to meter and sort your mail, one day ahead should be enough.
3. **COUNT:** (They will need to know approximately how many pieces you will have for them and when it needs to be mailed. (Remember that 200+ pieces are needed for any bulk mailing.) You may be able to set up a query within AERIES to do this for you.)
4. **SAMPLES:** Please have 2 UNSEALED and UNADDRESSED samples of envelope and contents of your bulk mailing for them, the examples need to be approved by the Post Office. (No change here in procedure. You must have Redlands USD identified on each piece of mail and they must all be exactly alike. No student names, addresses, etc.)
5. **FLAPS:** Leave the flaps open and up on each piece.
6. **NO SORTING NEEDED:** You no longer need to sort your bulk mailing!
7. **FORM:** Fill out the mailing form provided by Inland Presort (2 are enclosed), under the Bulk/Imprint line. These are new...please do not use the old form. (Please call switchboard when you need more.)
8. **REQUISITION:** Fill out a requisition for Inland Presort, there is a template on Financial 2000 to duplicate and follow.
9. **CALL** Inland Presort 909-307-1300 the day after your mailing goes out to get the exact cost of your mailing, fill the dollar amount in on the requisition and approve it. IT IS IMPORTANT THAT YOUR REQUISITION GOES FOR APPROVAL THE DAY AFTER YOUR BULK MAILING IS MAILED!

If you have any questions, please call purchasing. Thanks for your cooperation and help.

# What Are You Mailing?

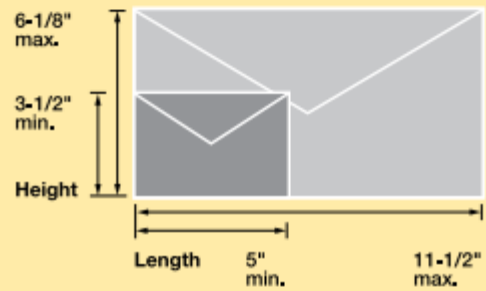
## Domestic

### Postcards



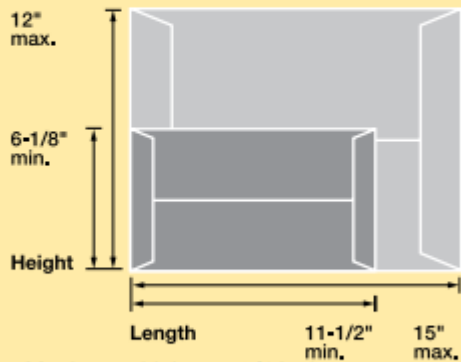
Maximum thickness 0.016 inch

### Letters



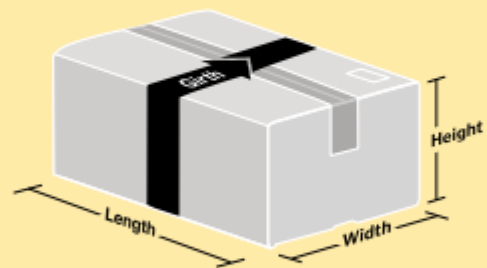
Maximum thickness 1/4 inch

### Large Envelopes



Maximum thickness 3/4 inch

### Packages



Maximum length plus girth 108 inches  
(130 inches for USPS Retail Ground)

# Addressing Your Mail

The accuracy of the address affects the speed and handling of your mail.

## Return Address

Print or type your address in the upper left corner on the *front* of the envelope.

## Extra Services

Place labels for extra services above the delivery address and to the right of the return address, or to the left of the postage.

## Postage

Use stamps, a postage meter, or a PC Postage system to affix the correct amount. You can calculate postage online at [pe.usps.com](http://pe.usps.com).

## Recipient Name

## Name of Organization

## Street Address

Use a Post Office box or street address, but not both. If the address also has a directional (for instance, NW for Northwest), be sure to use it. There may be more than one Main Street.

## Apartment or Suite Number

The correct apartment or suite number helps to ensure delivery to the right location.

## City, State, and ZIP Code

To find the correct spelling of a city name or to find a ZIP Code, visit [www.usps.com](http://www.usps.com) or call 1-800-ASK-USPS. Using the correct ZIP Code helps to direct your mail more efficiently and accurately.