



## **How to Submit Bulk/Standard Mailers:**

Submit your order using the [Printing Requisition Online Form](#).

- \* Fill out the order form in its entirety (if the section doesn't apply to your order, please skip to the next section).

### **Mailings (Bulk) section**

- \* Select the type of bulk mailing needed.
- \* Select the type of services needed.
- \* Select how the mailing list will be provided.
  - For **Infinite Campus** list, please provide the steps for retrieving the list in the special instructions or in the body of the email.
  - For **Excel** - customized list, please attached the list of the names to the email.
- \* Email the *Printing Requisition Online Form* to [mailer@clayton.k12.ga.us](mailto:mailer@clayton.k12.ga.us).  
If the list is customized, please email the *Excel* list as well.

## **What is Considered Bulk Mail:**

Bulk mail is a discounted mailing service offered by the USPS for people who prepare and ship large quantities of mail at a time.

- ☐ Standard Mail
  - o 200 pieces (envelopes)
  - o All pieces must be identical in size, weight, content, and color.  
Example: Same letter for each student.
  - o No international letters can be part of this bulk mailing.
- ☐ First Class Mail
  - o 500+ pieces (envelopes)
  - o All pieces can be different or personalized (size, weight, content, and color).  
Example: Different letters per student.
  - o Does not receive discounted postage until it's 500+ pieces or more.