



# **BAKERSFIELD CITY SCHOOL DISTRICT**

EDUCATION CENTER – 1300 BAKER STREET, BAKERSFIELD, CA 93305

## *Department of Stores and Purchasing*

### **Bulk Mail Services**

#### **Duplicating Services can provide custom-printed envelopes including “Bulk Mail” envelopes to all departments and school sites!!!**

School sites and departments may order custom printed #10 size envelopes directly from Duplicating Services through our standard Duplicating requisition process. Envelopes may now be printed to include the school or department name on the return address, the name of the mail recipients (requires mail merge data prepared by school or department), and the district’s “Bulk Mail” permit. Custom envelopes are available in sets of 500: without window \$19.00 per set and with window \$21.00 per set. Our standard #10 size mailing envelopes will continue to be available through store stock: with window (30-0-156) and without window (30-0-154).

**\$0.236 per piece - Nonprofit USPS Marketing Mail “Bulk Mail”**

**\$0.636 per piece - First Class Metered Mail**

**Savings of \$0.40 per piece!**

#### **Is “Bulk Mail” Right for Me?**

If you can answer “yes” to all of the questions below, bulk mail is the right choice for you!

- Do you want to save money on postage?
- Does your mail document contain generic information that applies to all recipients?  
**(No student/parent/guardian names, SSIDs, or recipient-specific information)**
- Do you have 200 or more generic and identical pieces of mail to send?
- Do all of your recipients have addresses inside of the United States of America?

#### **“Bulk Mail” Process **\*\*NEW INFO\*\*****

1. Prepare a duplicating requisition for the number of envelopes required. **Please ensure duplicating request is complete & signed by your principal/department head.**
2. If requesting for the recipient address to be printed, prepare a spreadsheet with a column for each of these fields and save it in the Duplicating upload folder.
  - a. Greeting: Mr./Mrs./Mrs./Parent or Guardian of/etc.
  - b. Recipient Name (as it should appear on the envelope)
  - c. “Or Current resident” must appear below the recipient’s name
  - d. Street Address
  - e. City, State
  - f. Zip code (**list must be sorted by zip code**)
3. Submit the hard copy of the duplicating requisition to Duplicating Services.

**\*\*NEW\*\***

**4. Bulk mail must be brought to the Mailroom. Please bring your Bulk mailing to the Mailroom Clerk no later than 1:30pm for timely processing.**

- a. **Bulk mail must be sorted by zip code.**
- b. **Please fill out [Bulk Mail Request Form](#) (located on Purchasing Webpage)**
- c. **Once mail and form are received bulk mail will be processed and taken to the post office within **2 business days** from the date received.**

## Bulk Mailing Procedures:

- A minimum of **200 identical pieces** of mail is required for bulk mailings.
- All mailing addresses need to be addressed as “Or Current Resident” on the top of the mailing address or “Return Service Requested” which will cost an additional 55 cents for the letters to be returned to you. **Example:**

[Recipient Name] Or Current Resident [Street Address] [State, CA, Zip code]
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- Each piece must be preprinted with the bulk mail imprint. Each school/department is responsible for ordering envelopes with the bulk mail imprint. Please submit a duplicating request to order envelopes. Please contact Duplicating for how to order.
- Mail must be sorted by the first three numbers of the zip code and counted.  
Zip codes 933\_\_ separate from zip codes outside of 933\_\_  
Count of each (Qty. of 933\_\_ ; Qty. of non-933\_\_ ; Total Qty.) *\*minimum 200 identical pieces\**
- The bulk mail imprint may be duplicated onto postcards and newsletters, etc.
  - 28lb card stock paper must be used to send postcards and newsletters.
- Self-adhesive dots should be placed at the top of the newsletters without envelopes. Place the two dots 1” in from each side at the top of newsletters. **Please do not use staples.**
- Mailroom Services maintains a bulk mailing account with the U.S. Postal Service. School and Department costs are transferred from their accounts to the bulk mailing account once a month.
- The mail room requires mail information and a budget number for bulk mail ordered through outside companies.
- **\*\*NEW\*\* Bulk mail must be brought to the Mailroom. Please bring your Bulk mailing to the Mailroom Clerk no later than 1:30pm for timely processing.**
  - d. Bulk mail must be sorted by zip code.**
  - e. Please fill out Bulk Mail Request Form (located on Purchasing Webpage)**
  - f. Once mail and form are received bulk mail will be processed and taken to the post office within 2 business days from the date received.**

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Should you have any questions regarding Mailing Services and/or Bulk Mailing Procedures, please call the Mailroom at *ext. 14620*.

