

BULK MAIL GUIDELINES

The following guidelines must be followed when sending BULK MAIL:

There are two ways that you can send a Bulk Mail

Example 1

- The department sending the Bulk mail is responsible for sorting, counting, and getting the pieces to the Business Office.
- The Business Office must be notified two full working days in advance before mail out can be processed.
- The pieces of mail must be sorted as follows:
 - Sort all pieces going to the same 5-digit zip code
Continue sorting each 5-digit ZIP Code into groups of 10 or more until all possible 5-digit packages have been made.
 - Sort all pieces going to same 3 digits zip code
Continue sorting each 3-digit ZIP Code into groups of 10 or more until all possible 3-digit packages have been made.
 - Misc. or Mixed States – This should include all remaining pieces.
- The Business Office will affix postage by running thru the postage machine and take mail to the post office with necessary paper work.

NOTE: The postage machine will not accept thin, flimsy pieces of mail with open ends. Mail outs need to be in envelopes.

Example 2

- Keep a running total of the exact number of pieces in each zip code.
- Mail out must be sorted by zip code as follows:
 - Sort and package all pieces going to the same 5-digit zip code. Continue sorting each 5-digit ZIP Code into groups of 10 or more until all possible 5-digit packages have been made.
 - Sort and package all pieces going to same 3 digits zip code. Continue sorting each 3-digit ZIP Code into groups of 10 or more until all possible 3-digit packages have been made.
 - Misc. or Mixed States
- All 28906 zip codes will be bundled together and computed at # of pieces multiplied by current rate.
- All other 289, 287 and 288 zip codes will be bundled together (as 5-digit then 3-digit) and computed at # of pieces multiplied by current rate.
- All misc. and mixed states 305, 373, 276 will be bundled together and computed at # of pieces multiplied by current rate
- The imprint

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 must be printed on each piece of mail.

Labels can be used or can be added by your printing company

- A requisition must be turned into the Business Office 2 weeks prior to the actual mail out date in order for a check to be issued to the USPS.
- The **exact** monetary amount and actual mail out date must be included in the requisition. The requesting party will pick the check up at the Business Office on the morning of the mail out.
- Form 3602 – N must be completed and delivered to USPS with Bulk Mail.
- The department sending the mail out will take pieces to the post office along with any necessary paperwork (Ex.: Form 3602-N, check)
- A receipt from the United States Postal Service must be returned to the Business Office ASAP.

Necessary forms are available in the Business Office or at the local Post Office.