**BULK MAILINGS – GENERAL INFORMATION**

**PLEASE PLAN AHEAD – Checks are printed once a week and the day may vary due to staff availability.**

**Standard bulk mailing:**

* Contents are not personalized, contents are exactly the same
* Mailing is **200** pieces or more

**First Class bulk mailing:**

* Contents are personalized or data is different on each piece (i.e., student passwords, personal student information)
* Mailing is **500** pieces or more

**Additional requirements:**

* Department name included in return address on front of the piece.
* Pieces to be addressed so they feed “Landscape” style through the postage machine.
* Appropriate bulk mailing permit stamp (Standard or First Class) in postage area of each piece – Media Services can pre-print this on your pieces which is preferred, but the postage machine can too.
* Pieces sorted by ZIP codes in two groups (by 898’s and by Other ZIP codes) in USPS mailing trays or bins.
* Include a spreadsheet listing a total number of pieces to each ZIP code, a subtotal for all 898’s, a subtotal for all Other ZIP codes and the grand total of number of pieces to be mailed.

**NOTE: The postage machine can seal regular envelopes, however please give advance notice to use the machine. For large envelopes your department will need to seal them.**

**Submit to the Controller’s Office:**

* Original Supplier Invoice Request – completed and approved with Workday worktag to charge
* Bulk mailing pieces sorted by 898’s and Other ZIPs
* Spreadsheet of pieces being mailed