

Bulk Mail Request Form

Bulk rate mailings may take longer to reach recipients than First Class mail

Contact Copy Center to schedule for processing time

School or Organization sending this mailing _____

Contact person _____ phone # _____

#1

CHECK LIST OF POSTAL REQUIREMENTS

- The words **USD 489** must be printed either above the return address OR in mailing's literature
- Minimum of 200 pieces to combined 67601 & PREFIXes **676, 669, 670, 671, 672, 673, 674, 675, 678**, zip codes
- ALL packet contents are identical. NO individualized information is included. NO weight variation

#2

CHOOSE OPTION – contact Copy Center if you have ANY questions

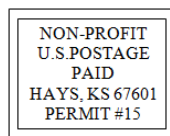
- Non-Profit Bulk Mail = NO ADVERTISEMENTS allowed
- OR
- Standard Bulk Mail = Advertisements and Solicitations allowed
- Postage costs more than Non-Profit Bulk, but less than 1st Class -

#3

- Permit Imprint – contact The Copy Center ---- ➡

OR

- Metered Mail --- ➡



#4

Indicate which of these mandatory 4 options used for this mailing

Copy Center has self-ink stamps to loan if needed to manually stamp on any of these 4 options.

- Current Resident or :**

Mail delivered to address regardless of who lives there = no additional charge, no returns

Address format may be either: Jane Doe OR Current Resident Or
Or Current Resident Jane Doe

If using the Permit Imprint, you are responsible for the correct wording of Endorsement and its location on the mail piece (*see page 2 for specifications*)

- Change Service Requested**

Post Office will not forward mail – they throw it away & send you a card with address correction information when undeliverable as addressed \$0.50 fee charged

The following 2 endorsements can be printed on envelopes by our posting meter on Metered Mail.

- Return Service Requested**

If addressee has moved, Post Office sends mail piece back to you with address correction information \$0.44 fee charged (additional regular postage rate if re-sent after you re-address)

- Address Service Requested**

Post Office will forward mail piece & send you address correction card .50 fee charged

If at any time it's undeliverable, mail piece is returned to you, additional weighted fee charged – usually around \$1.04 for a 1 oz letter

#5

Mail preparation :

- Sort into zip code groups **(1) All 67601** and PREFIXes **676, 669, 670, 671, 672, 673, 674, 675, 678**
(2) All remaining zip codes

- Envelopes with flaps down

OR



- Folded Self-Mailer (see specifications for folded edge orientation and tabbing requirements on page 2)

Return Service Requested, Change Service Requested or Address Service Requested : Printed no smaller than 8-point type in one of these 4 positions, allowing ¼ “ clear space on all sides of endorsement.

1. Directly below return address
2. Directly above address
3. Directly to the left of postage area & below or to left of any price marking
4. Directly below the postage area & below any price marking



<http://www.usps.com/ncsc/addressservices/moveupdate/ace.htm>

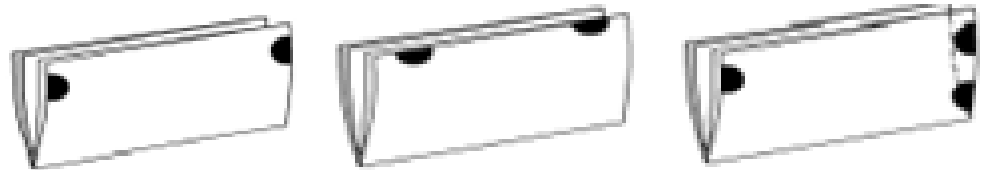
FOLDED SELF-MAILER: To prevent delays or possible rework of your mailing,
*if unsure of proper preparation or tab placement, please bring a sample mailpiece
to USD 489 Central-Office-Mail Room for review prior to processing.*

New regulations effective January 2013

Address side shown:

Trail edge is to the left,
Lead edge is to the right

Non-Perforated Tabs
2- 3 tabs required based on mailpiece design
Placement – either at top or on lead/trail edge within 1” of adjacent edge(s). Lower lead edge tab placed within 1/2” of bottom edge.



Mailpiece must be tabbed (secured) with non-perforated 1-1/2 inch tabs, permanent glue, or 1-1/2 inch wide tape.

1. A minimum of two tabs per mailpiece will be required. A single tab placed top center of the mailpiece will no longer be acceptable. *In all cases, additional tabs may be used.* Sheets that are bound by one or more staples are not considered folded self-mailers even when all other preparation recommendations are met.
2. The **final fold** must be on the **bottom** of the mailpiece, with tabs placed on the top, or sides of the mailpiece. Folded Self-Mailers can no longer be open on the bottom edge, with tabs placed on the bottom edge as a means of closure.
3. A single sheet of paper must be tri-folded, with two tabs placed on the top or one tab on each end.
4. Depending on mailpiece design and final thickness, multiple sheets of paper folded and tabbed may require three (3) tabs: one on the trailing edge, and two on the leading edge.