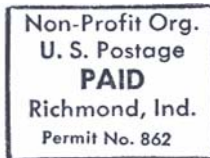


# Revised Bulk Mail Preparation Procedure

**To qualify for a bulk mailing your piece count is required to be a minimum of 200.**

When preparing your bulk mailing for Office Services processing, your preparation time has been reduced.

Pieces are to be of uniform size and should have the University's permit number displayed in the upper right hand corner of the piece, (please see example)



*Non-Profit Org.* must appear within the permit itself, along with the University's permit number (#862). If your mailing is being sent in a legal-sized envelope, Office Services is able to meter this type of bulk mailing thru the postage meter and you will not be required to have the permit affixed to the piece. With legal- sized envelopes Office Services has the capability to seal the envelope as it is being metered out.

A bulk mailing register form will be provided by Office Services for tabulation of final count. You no longer are required to group 25 pieces to a bundle within a zip code grouping. All "47374" zips are to be bundled together, the same applies to "473 zips" and "All Other Zips".

There is one (1) exception to the above. If you would have 150 pieces or more in the "473 zips", or the "All Other Zips" going to the same zip code, those must be bundled separately, as they will require a tray of their own for that specific zip code, for example: within your "473 zips" you have 185 going to zip code 47331 and 160 going to zip 47362, those two (2) must be bundled separately from the balance of the "473 zips".

This procedure is for bulk mailings as defined by USPS standards, should your per-piece mailing be oversized or of a heavier weight than would be considered normal for a bulk mailing you should contact Office Services for advice prior to preparation.