

Bulk Mail Procedures

MarCom and Mail Services are working together to provide you the most cost-effective method for your bulk mailing projects. Please follow these instructions to obtain the bulk mail pricing:

- 1) If MarCom is not involved in the creation of your bulk mail piece, please submit a sample to MarCom for approval prior to printing. USPS requires certain sizes and specific labeling to qualify for bulk mail pricing; not following these guidelines can result in substantial postage costs.
- 2) Do not pre-label bulk mail items. Submit a spreadsheet or database to Mail Services for automated addressing, sorting and counting.

All formats not approved by MarCom, and any pre-labeled items, will be hand processed by Mail Services and charged at a higher rate.

If you have any questions, please contact Shelley Stickelmeyer (MarCom) or Rhianna Myers (Mail Services) for assistance.

Thank you