

# **NON-PROFIT PERMIT-- BULK MAIL** updatedJan.2018

A bulk mailing is a large quantity of **non-profit, identical, informational** mail sent using the CUSD Non-Profit permit. Cost savings is the main advantage of using the bulk mail permit, approximately \$0.30 per piece. There are specific requirements before your mailing can be sent using the district permit, and the mailing **must be accepted and cleared through the district mail room**, then the Chandler Main Post Office Bulk Mail Entry Unit.

**To prepare a bulk mailing you must follow the guidelines set by the United States Post Office.**

## **THE POST OFFICE WILL REJECT MAILINGS THAT DO NOT MEET PHYSICAL AND PREPARATION REQUIREMENTS.**

### **GUIDELINES**

- A minimum of **200** pieces is required
- **NO PERSONAL INFORMATION** (i.e. grades, schedules, attendance info, class placement, pin #'s etc.)
- All pieces must be **IDENTICAL**  
Each piece must have the same amount of sheets  
Each piece must have the same colors/color scheme of paper
- Addresses must be typed/printed---black or blue ink  
No RED ink is to be used
- Post Cards are acceptable as bulk  
Minimum dimensions 3 ½ x 5  
All other guidelines must be followed
- Fold-overs and tri-folds are acceptable **ONLY IF:**  
Fold is at **bottom edge**  
Pieces are sealed on **all open edges** -1-2 tabs on top, 1 on each side  
\*Tabs must be at least 1 1/2" in diameter

### **\*\*ABSOLUTELY NO STAPLES TO SEAL PIECES !!!\*\***

- Fundraising/Donation/Raffle requests are acceptable **ONLY IF:**  
It is for non-profit  
There is no sponsor advertising  
Item for raffle is donated

- Pre printed Bulk envelopes are available from the warehouse  
-- **stock# 67-553560**

- **If you are using your own envelopes/postcards, or printing your mailing:**

Your Return address is **REQUIRED** and **MUST APPEAR AS FOLLOWS:**

Chandler Unified School District #80

School Name

School Address

City, State, Zip

**CHANGE SERVICE REQUESTED** must be printed in caps,  
below the return address—AS SHOWN

Non-profit insignia **MUST BE PRINTED** in upper right corner as shown

CHANDLER UNIFIED SCHOOL DISTRICT #80 SCHOOL NAME SCHOOL ADDRESS CITY, STATE ZIP	NON-PROFIT ORG. U.S. POSTAGE PAID CHANDLER, AZ PERMIT # 4
<b>CHANGE SERVICE REQUESTED</b>	
#BYBBPXJ	

**ANY MAILINGS NOT FOLLOWING THIS CRITERIA WILL BE RETURNED TO YOUR SITE TO BE CORRECTED BEFORE THEY WILL BE MAILED!!!**


The District Mail department **MUST BE NOTIFIED** of any mailings being sent out directly from a printing company. This is to know which site is sending the mailing, and to ensure that there are enough funds in the district Bulk Mail account to cover the postage costs.

Notify Warehouse mailroom @ 7231 of any upcoming bulk mailings  
Mailing trays will be provided if notified in advance  
Mailings are verified then sent out the same day or next day (depending on volume)  
Post Office needs at least 2-5 days for mail to reach homes

**\*\*\*\*PLEASE NOTE:**

**Warehouse pre-printed bulk envelopes and the bulk insignia are for BULK MAILINGS ONLY!!!.....DO NOT allow anyone access to these envelopes. Misuse of these envelopes or the pre-printed insignia (sending individual letters or personal mail) will cause the Post Office to void our permit and deny our bulk mailing privileges for the entire district.**

**Warehouse envelope --- stock # 67-553560**

 "Dedicated to Excellence"	Chandler Unified School District No. 80 1225 East Frye Road, Bldg B. Chandler, Arizona 85225	NON-PROFIT ORG. U.S. POSTAGE PAID CHANDLER, AZ PERMIT # 4
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#BYBBPXJ		