



CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

Mail Services

667-3014

Bulk Mailing Confirmation **Remember bulk mailing is not for time sensitive material**

Bulk mailings may take up to 2 weeks for the Post Office to deliver

A COPY OF THIS FORM MUST ACCOMPANY EACH MAILING

Bulk Mailing requirements

- _____ All material bears the **department name** or **mail code** above the University address or logo.
- _____ Each piece has a **Zip Code**.
- _____ **Foreign mail** has been separated from this mailing.
- _____ This mailing has **200 or more** pieces.
- _____ Envelopes are **Exact same size and weight**.
- _____ Envelope flaps are **tucked in or sealed**.
- _____ Mailing has been separated and are in **Zip code order from lowest to highest**.
- _____ Each piece weighs **less than** 15 ounces.
- _____ There is a bulk Permit stamp in top right hand corner of each piece.

I understand the United Postal Service will not accept at bulk rates any material which does not conform **exactly** to these bulk mailing requirements and could be charged and processed at First Class Rate:

Department Authorization: _____

Department: _____

Mailing Description or Project: _____

Mail Code Authorized to Use for Bulk Mailing: _____

Number of pieces processed: _____ **Date of Mailing:** _____

Total Bulk Mailing Cost: _____ **Mailroom Associate:** _____

If you have any questions, please feel free to call Mail Services at ext. 3014