

# **Standard Bulk Mail and First Class Bulk Mail Requirements**

## **Standard Bulk Mail**

- Minimum of 200 pieces.
- Each letter must be identical (no variable data).
- Standard rate indicia in upper right corner of envelope.
- Indicia can be hand stamped if completed outside the Print Shop.
- Envelopes must be sealed.
- From the time of arrival at the post office allow at least 4 days for delivery to homes.
- Current rate for standard bulk mail is .13 / piece.

## **First Class Bulk Mail**

- Minimum of 500 pieces.
  - Each piece can have variable data i.e. test results, payroll, and insurance material.
  - Print Shop no longer provides pre-printed envelopes with indicias. If Print Shop does not process your mailing it should be sent out with your inter-school mail for metering.
  - From the time of arrival at the post office allow at least 2 days for delivery to homes.
  - This is your best option if critical information needs to go out quickly.
  - Current rate for first class bulk mail is .34 / piece.
- ❖ Print Shop must file paperwork with USPO online before bulk mailings are dropped off. Mailings must be dropped at the USPO on the same day that the paperwork is filed.