

# Bulkmail Guidelines

## Notes and Information\*

**S**ome of the important things to remember about bulk mail are:

- Bulk mail (formerly 3<sup>rd</sup> class mail) can be used when sending 200 pieces or more.
  
- All bulk mail **MUST** be for *domestic* delivery only, (International pieces **CANNOT** go bulk)
  
- Bulk mail **CANNOT** use any special services such as certified, registered, or insured.
  
- When sending bulk mail out, each piece **MUST** be identical or have the same content inside the envelope.
  
- You save money because you pre-sort the material, reducing the postal cost by doing some of their work.

# Mailroom Info.

How to prepare bulk mail

September 19, 2008

## Bulk Mail

**T**he post office has rules and regulations that TAMIU ***MUST*** adhere to in order to keep our bulk permit. If these rules are not followed your bulk mail will not be processed or be sent out by the Post Office. By following these rules and regulations we are able to keep our Bulk Mail permit. Please refer to the enclosed information and samples when preparing a bulk mailout so that we may continue to take advantage of these services and save you money.

In order to use this service, there must be a minimum of 200 pieces sent out. Bulk Mail is recommended because the rate on each envelope is less expensive than the .42 cents first class rate. The only "catch" is that the mail out ***MUST*** be prepared by following the Post Office information and also by providing a zip-code breakdown (sample enclosed). When the breakdown is received, we will figure out the total. You can get any supplies needed to prepare your bulk mail from the Mailroom located in the Killam Library lower level room KL - 006.

Business reply envelopes can be set up in the Print Shop or in the Public Information Office. These two offices have information on the proper sizing and layout.

If you have any questions regarding Bulk Mail, please feel free to E-mail us at [mailroom@tamiau.edu](mailto:mailroom@tamiau.edu) or call extension 2353 for clarification. Thank you.

## BULK"/STANDARD MAIL (A) DISCOUNT SERVICES

Before a large mailing gets too far into the planning stage, contact Campus Mail Services to ensure your mailing is produced and sent in the most cost effective, efficient and timely manner. Contact Mail Services by calling (956) 326-2353 or via email: [mailroom@tamiu.edu](mailto:mailroom@tamiu.edu)

Departments should have a Mail Permit Authorization form completed and signed by a Campus Mail Staff person **BEFORE** having a mail piece printed to ensure compliance with United States Postal Service regulations. Creating a mock up or sample piece to submit with the Mail Permit Authorization form is strongly recommended. Allow **at least two (2) working days** in your schedule for Campus Mail and/or USPS staff to review/approve your design and request form. Failure to do this in advance can result in delays - even reprinting - which costs your department both time and money.

### REQUIREMENTS TO QUALIFY MAILING FOR USPS STANDARD MAIL (A) ("BULK MAIL") NONPROFIT RATES

1. Standard Mail (A) - formerly known as bulk mail - is mail material not requiring expedited or First Class service and is neither required to be mailed as First Class nor as periodicals mail.

- Each piece of Standard Mail (A) must weigh less than 16 ounces.
- Each mailing must contain 200 pieces or have a total weight less than 16 ounces.
- All pieces must be domestic addresses only...no foreign or campus addresses.
- All pieces must be identical in content, except for delivery address.
- Addressing must be printer/machine generated...*handwritten addresses are not acceptable for Standard Mail (A).*
- Mailings should be accompanied by a complete sample piece for weight verification.

2. US Postal Service Standard Mail (A) design standards:

- Post Card minimum 3 1/2" by 5", maximum 4 1/4" by 6", at least .007" thick.
- Letter minimum 3 1/2" by 5", maximum 6 1/8" by 11 1/2".
- Both post cards and letters must be rectangular with an aspect ratio (length divided by height) between 1 to 1.3 and 1 to 2.5 to qualify for letter rates. Items smaller than the minimums cannot be mailed. Items larger than the maximums are called flats and cost more to mail. The weight limit on a non-profit letter is 3.2873 ounces (0.2055 lbs.); the regular rate letter weight limit is 3.3087 ounces (0.2068 lbs.). Pieces over these weight limits can only be mailed at the higher rate for flats.
- Folded mail pieces must be "tabbed" in at least two places to meet USPS automation regulations...**staples are not allowed.**
- Light colored ink on dark paper stock or fluorescent ink/paper stock colors don't work well with USPS optical scanning sorters.

3. The Texas A&M University-Laredo return address **must be** printed in the left-hand corner of each mail piece when the University's bulk mail Permit Number (called an "Indicia") is imprinted in the right hand corner. The USPS prefers printed permit indicia, but a rubber stamp can be provided with the Bulk Mail preparation kit that is checked out from Campus Mail Services for mail pieces that were not properly printed.

4. When mail is undeliverable as addressed (UAA), the US Postal Service needs directions on how to treat that mail. These directions are called **endorsements**. With no endorsement, UAA bulk mail is recycled by the USPS as waste.

- "Address Service Requested" offers forwarding and return service with the new address provided or the reason for non-delivery. The mail is forwarded at no charge for 12 months after the addressee moves. **An address correction fee of 50 cents is charged to the mailer.** After 12 months, the mail is returned with the UAA reason attached and a fee of 2.472 times the cost of mailing is charged.
- "Forwarding Service Requested" offers forwarding and return of UAA pieces the same as "Address Service Requested", except you will not receive a correction notice during the first 12 months following a move. After 13 months the treatment is the same as Address Service Requested.
- "Return Service Requested" offers no forwarding. The mail is returned with the UAA reason attached. The fee charged is equal to First-Class mail rates for the piece.

"Return Service Requested" is recommended as the least expensive method of maintaining a clean mailing list. Endorsements must be printed no smaller than **8-point type** and must stand out clearly against the background. There must be 1/4-inch clear space around (above, below and both sides) the endorsement. The endorsement may be printed below the return address, immediately above the delivery address, to the left of the postage area and below any rate marking, or below the postage area and below any rate marking.

### **SELF SERVICE STANDARD MAIL (A) SORTING REQUIREMENTS**

1. Mailings sorted and prepared by departmental staff must be prepared according to US Postal Service requirements listed below. However, for mailings involving more than a few hundred pieces, the use of the University's mail "presort" contractor can save your department and the University money in both postage costs and staff time.

2. Properly sorted/bundled mail must be secured lengthwise and crosswise using rubber bands that are 3/8 inches or wider. Rubber bands are provided by the USPS and can be obtained from Campus Mail Services.

- A bundle of mail should consist of 10 or more pieces.
- Bundles between one and six inches in thickness must be secured with two rubber bands... one around the bundle lengthwise and the second around widthwise.
- Each bundle should not exceed 6 inches in thickness. If this occurs, make 2 or more bundles.

#### **Step 1. "DIRECT" 5-Digit Bundle (Red "5" label)**

Start by sorting all pieces having the **EXACT** same 5-digit zip code - regardless of city or state - and bundling 10 or more pieces with rubber bands. Place a red "5" label on the lower left corner of the top piece of the bundle.

#### **Step 2. "3-Digit" Bundle (Green "3" label)**

After all possible 5-digit bundles have been prepared, next sort remaining mail into bundle of 10 or more pieces in which the first three digits of the zip code are the same, even if the city/town are different. Place a green "3" label on the lower left corner of the top pieces of each bundle.

#### **Step 3. "Same State" Bundle (Pink "A" label)**

After preparing all 5-digit and 3-digit bundles, any remaining pieces addressed to the same state (10 or more pieces) should be bundles and labeled with a pink "A" label on the lower left corner of the top piece of the bundle.

Example - 3 to Houston/ 5 to Dallas/9 to Austin

**Step 4. "Mixed States" Bundle (Tan "X" label)**

At this point, no one 5-digit or 3-digit zip code or single state destination should have more than 9 pieces, so bundle any remaining pieces together and place a "X" label on the lower left corner of the top piece of the package. The "X" label means mixed states.

Example - 3 pieces Texas/ 5 pieces New York/ 9 pieces California.

3. Additional postage savings are possible if you have more than 150 pieces bundled at the 5-digit or 3-digit sorting level. You must complete USPS Form 3602 Part B (this can be provided with the Bulk Mail Preparation Kit) as you are sorting and submit the form to Campus Mail Services along with your completed mailing.

4. A completed mailing can be delivered to Campus Mail Services or- **with one (1) working day advance notice** – Properly completed mailings received by Campus Mail Services Monday-Friday prior to 11:00am will be delivered to the USPS Bulk Mail Acceptance Unit later the same day. Mailings received after 11:00am will be delivered to the USPS after 1:00pm on the next working day. **USPS delivery of Standard Mail (A) takes seven (7) to fourteen (14) days.**

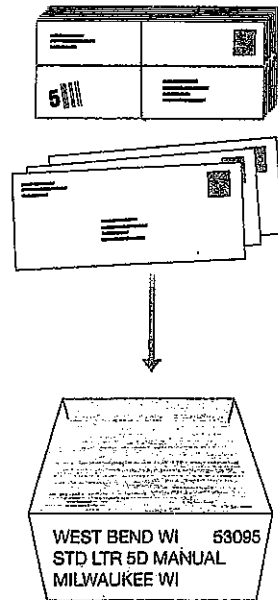
5. If your mail is not completed properly (which includes the breakdown, a sample, an account, or is not accurately bundled) it will be returned to its original sender (*department*) so corrections can be made. Remember you save money by doing most of the bulk preparations and sorting.

Bundling Zone 1: WI 530 Standard Rate (245.6/5)

**5-Digit (Required)<sup>1</sup>**

Bundles: Bundling not required if sufficient quantity to fill a 5-digit tray. Pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.

Labels: Red Label 5 or optional endorsement line (OEL).



Trays: Required, full trays only for pieces to same 5-digit ZIP Code; bundling not required; less-than-full trays not permitted.

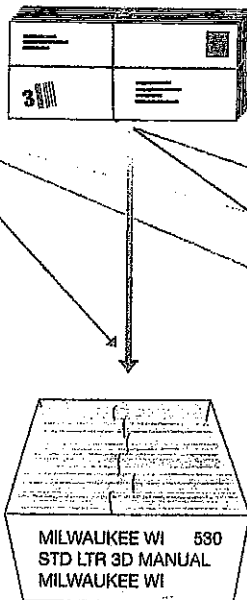
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5<sup>1</sup>

**3-Digit (Required)<sup>1</sup>**

Bundles: Pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

Labels: Green Label 3 or OEL.



Trays: Required for any remaining bundles for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.)

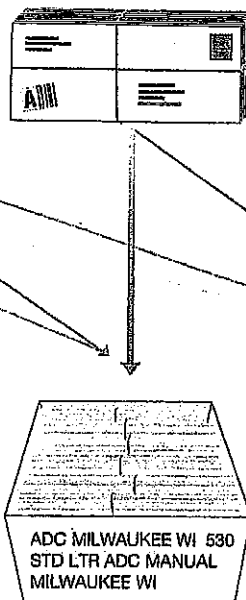
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic<sup>1</sup>

**ADC (Required)**

Bundles: Pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

Labels: Pink Label A or OEL.



Trays: Required, full trays only for bundles to same ADC (see L004); no overflow trays permitted.

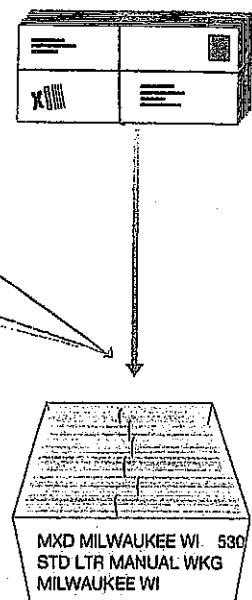
Labels: For Line 1, use L004, Column B, for destination facility.

Rate: Basic

**Mixed ADC (Required)**

Bundles: Any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



Trays: Required for any remaining bundles placed in mixed ADC trays.

Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin ADC facility in L004.

Rate: Basic

Rates based on tray in which bundle is placed.

Use this option when selecting the "manual only" preparation option.

1. Only pieces in 5-digit and 3-digit bundles meeting eligibility standards (150 or more pieces bundled to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.
2. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (245.2.4).

## L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail), set number 009 (Periodicals), or set number 010 (Standard Mail and Bound Printed Matter). Requests are supplied in lots of 300 (minimum) for each label on the list.

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
005, 115, 117-119	ADC LONG ISLAND NY 117
006-009	ADC SAN JUAN PR 006
010-017	ADC SPRINGFIELD MA 010
018, 019, 021, 022, 024, 055	ADC BOSTON MA 021
020, 023, 025-029	ADC PROVIDENCE RI 028
030-034, 038, 039	(FCM, PER) ADC MANCHESTER NH 030
030-034, 038, 039	(BPM, STD) ADC PORTSMOUTH NH 038
035-037, 050-054, 056-059	ADC WHITE RIV JCT VT 050
040-049	ADC PORTLAND ME 040
060-069	(BPM, PER, STD) ADC SOUTHERN CT 064
060-069	(FCM) ADC HARTFORD CT 060
070-079, 085-089	ADC DV DANIELS NJ 07099
080-084	ADC SOUTH JERSEY NJ 080
090-099	(FCM) AMF JFK APO/FPO NY 00309
090-099	(BPM, PER, STD) MILITARY CENTER NY 090
100-102, 104	ADC NEW YORK NY 100
103, 110-114, 116	ADC QUEENS NY 110
105-109	ADC WESTCHESTER NY 105
120-129	ADC ALBANY NY 120
130-139	ADC SYRACUSE NY 130
140-149	ADC BUFFALO NY 140
150-168, 260	ADC PITTSBURGH PA 150
169-178	ADC HARRISBURG PA 170
179, 189, 193-196	ADC SOUTHEASTERN PA 189
180-188	ADC LEHIGH VALLEY PA 180
190-192	ADC PHILADELPHIA PA 190
197-199	ADC WILMINGTON DE 197
200	WASHINGTON DC 200
201, 220-223, 226, 227	ADC NORTHERN VA VA 220
202-205	ADC WASHINGTON DC 202

**Labeling Lists: 3-Digit ZIP Code Prefix Groups—ADC Sortation**

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
206-209	(BPM, PER, STD) ADC SOUTHERN MD MD 207
206-209	(FCM) ADC SUBURBAN MD 208
210-212, 214-219, 254, 267	(FCM, PER) ADC BALTIMORE MD 212
210-212, 214-219, 254, 267	(BPM, STD) ADC LINTHICUM MD 210
224, 225, 228-239, 244	ADC RICHMOND VA 230
240-243, 245	ADC ROANOKE VA 240
246-253, 255-259	ADC CHARLESTON WV 250
261-266, 268	ADC CLARKSBURG WV 263
270-279, 285	ADC GREENSBORO NC 270
280-284, 286-289, 297	ADC CHARLOTTE NC 280
290-296	ADC COLUMBIA SC 290
298, 300, 301, 305, 306, 308, 309	(BPM, STD) ADC NORTH METRO GA 30197
298, 300, 301, 305, 306, 308, 309	(FCM, PER) ADC NORTH METRO GA 301
299, 304, 313-315, 320-324, 326, 344	(FCM, PER) ADC JACKSONVILLE FL 320
299, 304, 313-315, 320-324, 326, 344	(BPM, STD) ADC JACKSONVILLE FL 32088
302, 303, 311, 399	ADC ATLANTA GA 303
307, 370-374, 376-379, 384, 385	(FCM, PER) ADC NASHVILLE TN 370
307, 370-374, 376-379, 384, 385	(BPM, STD) ADC NASHVILLE TN 37099
310, 312, 316-319, 398	(BPM, STD) ADC MACON GA 31293
310, 312, 316-319, 398	(FCM, PER) ADC MACON GA 310
325, 365, 366, 394, 395	ADC MOBILE AL 365
327-329, 334, 347, 349	(BPM, STD) ADC MID FLORIDA FL 32799
327-329, 334, 347, 349	(FCM) ADC ORLANDO FL 328
327-329, 334, 347, 349	(PER) ADC MID FLORIDA FL 327
330-333, 340	(BPM, STD) ADC MIAMI FL 33298
330-333, 340	(FCM, PER) ADC MIAMI FL 331
335-339, 341, 342, 346	(PER) ADC MANASOTA FL 342
335-339, 341, 342, 346	(BPM, STD) ADC MANASOTA FL 34299
335-339, 341, 342, 346	(FCM) ADC TAMPA FL 335
350-352, 354-359, 362	(BPM, STD) ADC BIRMINGHAM AL 35099
350-352, 354-359, 362	(FCM, PER) ADC BIRMINGHAM AL 350
360, 361, 363, 364, 367, 368	(FCM, PER) ADC MONTGOMERY AL 360
360, 361, 363, 364, 367, 368	(BPM, STD) ADC MONTGOMERY AL 36099
369, 390-393, 396, 397	(BPM, STD) ADC JACKSON MS 39099
369, 390-393, 396, 397	(FCM, PER) ADC JACKSON MS 390
375, 380-383, 386-389, 723	(BPM, STD) ADC MEMPHIS TN 38099
375, 380-383, 386-389, 723	(FCM, PER) ADC MEMPHIS TN 380
400-409, 411-418, 420-427, 471, 476, 477	ADC LOUISVILLE KY 400
410, 450-455, 458, 459, 470	ADC CINCINNATI OH 450
430-438, 456, 457	ADC COLUMBUS OH 430
439-449	ADC CLEVELAND OH 440
460-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
480-489, 492	ADC DETROIT MI 481



**Labeling Lists: 3-Digit ZIP Code Prefix Groups—ADC Sortation**

<b>Column A</b> <b>3-Digit ZIP Code Prefix Group</b>	<b>Column B</b> <b>Label To</b>
490, 491, 493-497	ADC GRAND RAPIDS MI 493
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	ADC MILWAUKEE WI 530
500-509, 520-528, 612	(FCM) ADC DES MOINES IA 500
500-509, 520-528, 612	(BPM, STD) ADC DES MOINES IA 50091
500-509, 520-528, 612	(PER) ADC DES MOINES IA 50092
510-516, 680, 681, 683-693	ADC OMAHA NE 680
540, 546-548, 550, 551, 556-559	(BPM, STD) ADC ST PAUL MN 55233
540, 546-548, 550, 551, 556-559	(FCM) ADC ST PAUL MN 550
540, 546-548, 550, 551, 556-559	(PER) ADC ST PAUL MN 55222
553-555, 560-564, 566	(PER) ADC MINNEAPOLIS MN 55522
553-555, 560-564, 566	(BPM, STD) ADC MINNEAPOLIS MN 55533
553-555, 560-564, 566	(FCM) ADC MINNEAPOLIS MN 553
565, 567, 580-588	ADC FARGO ND 580
570-577	ADC SIOUX FALLS SD 570
590-599, 821	ADC BILLINGS MT 590
600-603, 610, 611, 614-616	ADC CAROL STREAM IL 601
604, 605, 609, 613, 617-619	ADC S SUBURBAN IL 604
606-608	ADC CHICAGO IL 606
620, 622-631, 633-639	(BPM, STD) ADC ST LOUIS MO 63203
620, 622-631, 633-639	(FCM, PER) ADC ST LOUIS MO 630
640, 641, 644-658, 660-662, 664-668	(PER) ADC KANSAS CITY MO 64240
640, 641, 644-658, 660-662, 664-668	(FCM) ADC KANSAS CITY MO 640
640, 641, 644-658, 660-662, 664-668	(BPM, STD) ADC KANSAS CITY MO 66340
669-679, 739	(BPM, STD) ADC WICHITA KS 67099
669-679, 739	(FCM, PER) ADC WICHITA KS 670
700, 701, 703, 704	ADC NEW ORLEANS LA 700
705-708	ADC BATON ROUGE LA 707
710-714	(BPM, STD) ADC SHREVEPORT LA 71099
710-714	(FCM, PER) ADC SHREVEPORT LA 710
716-722, 724-729	(FCM, PER) ADC LITTLE ROCK AR 720
716-722, 724-729	(BPM, STD) ADC LITTLE ROCK AR 72098
730, 731, 734-738, 748	ADC OKLAHOMA CITY OK 730
733, 779-789	(FCM, PER) ADC SAN ANTONIO TX 780
733, 779-789	(BPM, STD) ADC SAN ANTONIO TX 78099
740, 741, 743-747, 749	ADC TULSA OK 740
750-759	ADC NORTH TEXAS TX 750
760-769	ADC FT WORTH TX 760
770-778	ADC NORTH HOUSTON TX 773
790-797	ADC LUBBOCK TX 793
798, 799, 880, 885	ADC EL PASO TX 798
800-816	ADC DENVER CO 800
820, 822-831	ADC CHEYENNE WY 820
832-834, 836, 837, 979	ADC BOISE ID 836
835, 838, 980-985, 988-994, 998, 999	ADC SEATTLE WA 980

## Labeling Lists: 3-Digit ZIP Code Prefix Groups—ADC Sortation

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<b>Column A</b> 3-Digit ZIP Code Prefix Group	<b>Column B</b> Label To
840-847, 898	ADC SALT LAKE CTY UT 840
850, 852, 853, 855, 859, 860, 863 856, 857	ADC PHOENIX AZ 852 ADC TUCSON AZ 856
864, 889-891, 893-895, 897, 961	ADC LAS VEGAS NV 890
865, 870-875, 877-879, 881-884	ADC ALBUQUERQUE NM 870
900-904	ADC LOS ANGELES CA 900
905-908	ADC LONG BEACH CA 907
910-912, 932, 933, 935	ADC PASADENA CA 910
913-916, 930, 931, 934	ADC SANTA CLARITA CA 913
917, 918	ADC INDUSTRY CA 917
919-921	ADC SAN DIEGO CA 920
922-925	ADC SN BERNARDINO CA 923
926-928	ADC SANTA ANA CA 926
936-939, 950, 951	ADC SAN JOSE CA 950
940, 941, 943, 944, 949, 954, 955	ADC SAN FRANCISCO CA 940
942, 952, 953, 956-960	ADC SACRAMENTO CA 956
945-948	ADC OAKLAND CA 945
962-966	AMF SFO APO/FPO CA 962
967-969	ADC HONOLULU HI 967
970-978, 986	ADC PORTLAND OR 970
985-997	ADC ANCHORAGE AK 995

Department:

Account #

CODE QUANTITY

5 DIGIT

3 DIGIT

ADC

Mixed State

02891	1
30380	1
37922	1
75235	1
76010	1
76103	1
77017	1
77022	1
77057	1
77551	1
77803	1
77808	1
77840	2
77844	4
78016	1
78019	6
78040	207
78041	593
78042	11
78043	268
78044	18
78045	618
78046	266
78047	1
78061	3
78067	3
78076	26
78130	1
78155	1
78232	1
78233	1
78240	1
78249	1
78258	1
78344	1
78357	3
78361	18
78363	1
78369	3
78411	1
78413	1
78418	2
78501	2
78504	1
78545	1
78547	1
78566	1
78572	1
78577	2
78582	1
78584	1
78666	1
78727	1
78827	2
78839	1
78840	1
78853	1
79912	3

78040	207
78041	593
78042	11
78043	268
78044	18
78045	618
78046	266
78076	26
78361	18
78834	11
78852	12
<hr/>	
	2048

780	
78016	1
78019	6
78047	1
78061	3
78067	3
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	14
785	
78501	2
78504	1
78545	1
78547	1
78566	1
78572	1
78577	2
78582	1
78584	1
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	11

77017	1
77022	1
77057	1
77551	1
77803	1
77808	1
77840	2
77844	4
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	12
78130	1
78155	1
78232	1
78233	1
78240	1
78249	1
78258	1
78344	1
78357	3
78363	1
78369	3
78411	1
78413	1
78418	2
78666	1
78727	1
78827	2
78839	2
78840	1
78853	1
<hr/>	
	27

30380	1
37922	1
75235	1
76010	1
76103	1
79912	3
02891	1
<hr/>	
	9

TOTAL 2121

AL 2121

