When to Use a Bulk Mail Permit

Just about any department on campus can use the Bulk Mail Permit, or Non-Profit indicia, to send out a mailing.

It does however require planning ahead, and involves some preparation by staff before it can be sent out. Please allow extra time if your mailing has a specific return date requirement, or a deadline that must be met.

Depending on the workload, it can take 1 to 3 days to process and deliver to the Post Office. Bulk Mail is not picked up by the Post Office as part of our daily pickup; we are required to deliver it in person.

TIP 1: We recommend not starting the design of your mailing until you know all of the requirements of a bulk mail.
Requirements

There is a 200 piece minimum to mail at the Non-Profit rate. These need to be identical in size, weight, and content. SSU courses, events, and department newsletters are acceptable to mail using the Non-Profit permit. Letters need to be sealed, and folded mailers tabbed in a manner to remain closed during high speed sorting.

Each piece should have the Bulk Mail permit printed on the front, in the upper right corner. Campus Prints and Koda Copy Center can provide this permit in the correct location. A complete SSU return address with department name should be printed in the upper left corner. (Example below)
Endorsements

Forwarding and return services are provided for Bulk Mail only when a valid endorsement is printed on each mail piece. Endorsements carry with them a service charge for each piece that is returned through USPS. “Change Service Requested” is the least expensive service available. When this is printed on the front of each piece, non-deliverable mail will be returned with the address correction, or reason for non-delivery.

Be sure to make any changes to your mailing list if and when your mailings get returned to you. People move and change addresses all the time, so it helps to stay up-to-date with their addresses to ensure minimal service charges for returned mail.

Call for information on using these.
Mail sent out at the Non-Profit rate does require some pre-sorting by the Zip Code. If you can print address labels in Zip Code order, it will save you time when sorting. The goal is to sort everything by 5-digit Zip Code as much as possible, and then by 3-digit, or the first 3 numbers.

For example, all of your 94928 Zip Codes should be in one bundle or tray: all 94931, 94952, etc. can also be put in this group. (They should all begin with 949.) After that, they can be sorted by the first 3-digits: 940, 941, etc. **PLEASE NOTE:** 949 and 954 bundles should be kept separate from other prefixes. They will be sent directly to our local post offices. Many mailing lists from campus are made up of addresses in these two Zip Code prefixes. Once these two are finished, the remaining Zip Codes in most cases will simply be referred to as “MIXED.”
Bulk Mail Steps

Step 1: Decide if Bulk Mail is right for you.
- You are able to mail using the Non-Profit permit if you are sending mail for a SSU course, event, or department.

Step 2: Create your mailpiece.
- Mail piece needs to meet USPS standard requirements (please check with http://pe.usps.com/businessmail101/mailcharacteristics/welcome.htm)
  Be sure they comply with all of the stated requirements, otherwise you will not be eligible to continue with your bulk mailing.
- Attach the Bulk Mail Permit to your mailing.

Step 3: Get your address list organized (preferably in alphabetical order to more effectively sort your mail later) and address all mail.
- Update any changes you are aware of to your mailing list in order to avoid service charges from forwarding mail back to you.

Step 4: Sort your mail as explained on the previous page.

Step 5: Bring at least 200 copies of identical mail, along with the necessary Statement of Mailing (Form 3602-N) if an outside source has prepared your mailing for you, to Mail Services, located in the Corporation Yard. A sample mailpiece and contact person in the department is also recommended.
Contact Us

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