Quantity Mailing

Policy 508.6

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Processing Quantity Mailing

Large volumes of mail originating from an office are processed by the University Postal Service in two ways depending on the situation:

1. Permit Imprint Mail
2. Regular Metered Postage

4.1.1 Use of Permit Imprints

4.1.1.1 Permit Imprints Available - The use of permit imprints on preprinted envelopes enables the sender to prepare volume mailing and pay postage without affixing postage to each piece of mail. The use of the following permit imprints is available through the University Postal Service:

1. First Class Mail - Permit #1
2. Second Class Mail - Second Class Privilege
3. Third Class Mail (Nonprofit Rate) - Permit #36
4. Business Reply Mail - Permit #5

4.1.1.2 Rate Classification Requirements - Items of mail sent under permit imprints must meet the requirements of the United States Postal Service.

4.1.1.3 Nonprofit Rate Requirements - The University is authorized to mail at the special bulk third class rate for qualified nonprofit organizations only pieces that meet the requirements of Permit #36. In addition, it may not delegate or lend the use of this permit to any other person, organization or association, whether or not "University related." Communications being prepared for mailing on the University nonprofit Permit #36 must be an integral part of the University’s own business. When planning a mailing on Permit #36, qualify the material first by calling the Postal Supervisor at 262-2242.

4.1.1.4 Methods of Printing - Permit imprints may be made by a printing press, handstamp, lithography, mimeograph, multigraph, addressograph, or similar device. They may not be typewritten or hand drawn.

4.1.1.5 The imprint must be legible and must be of a color that contrasts sufficiently with the paper to make the imprint readable. The entire imprint must be placed in the upper right hand corner of the address side of each piece, parallel with the length of the piece.

4.1.1.6 Approved Forms - Use the following approved imprint forms when preparing permit imprint mailers:

1. First Class Mail - Permit #1
2. Third Class Mail - Permit #36
3. Business Reply Mail - Permit #5

4.1.1.7 Assistance - Contact the University Postal Supervisor, 262-2242, for exact instructions before preparing permit imprints.

4.1.1.8 Departmental Requirements - Departments must meet the following requirements when using and preparing permit imprint mail:

1. Have a minimum number of pieces identical in size and weight:

4.1.1.9 First Class Mail: 500 pieces
4.1.1.10 Second Class Mail: No minimum pieces Second Class is used for publications that are published at a stated frequency (at least four times a year) with the intent to continue publication indefinitely.

4.1.1.11 Third Class Mail: 200 pieces

4.1.1.12 Business Reply Mail: No minimum quantity

1. Insure that permit imprints are clearly and properly applied to each individual piece of mail.
2. Provide cheshire heat sensitive labels in zip code order from the Office of Information Systems, or properly address each piece of mail and separate in zip code order.
3. Notify Postal Supervisor of the estimated time of mailing and the number of pieces. The work can then be included in the work schedule and will not be delayed.

4.1.1.13 The University Postal Service will provide the following services:

4.1.2 Postal Service Responsibilities

1. Address individual pieces if the address labels are computerized and in zip code order; Cheshire or heat sensitive labels
2. Tie bundles of mail by zip code if labeled by the Post Office.
3. Weigh and dispatch to the Boone Post Office

4.1.3 Use of Regular Metered Postge

4.1.3.1 If an office does not have preprinted permit imprint mailers or cannot meet the minimum quantity requirements for use of permit imprints, quantity mailings are processed in the same manner as individual pieces of mail passing through the Postal Service system. Metered postage is applied to each piece.

4.1.3.2 Unless designated otherwise, the mail is prepared as first class mail. However, if the items meet the qualifications of third class mail, and there is no need for the mail to be given first class priority, a postage savings can be realized by mailing the items as third class mail.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates