

Bulk Mailings

Central Mail highly recommends sending large mailings via bulk mail rates when your mailing qualifies. Although, the mail room is not equipped or staffed to prepare your bulk mailing, we can help guide you through the process. There are also many vendors we recommend that can assist in preparing your mailing.

To qualify for discounted postage your mailing must meet at least the following standards.

- Must be done on a permit and the permit number imprinted on the envelope.
- Pieces presorted by zip code.
- Ensure the complete address is accurate. The mailing list **MUST** be checked against the national database within the last 95 days. Most mailing services will do this for a minimal fee and in most cases for free if they prepare the mailing. The mail room can assist you with getting this done through a mailing service.
- Must meet minimum number of pieces:
 - 500 pieces for First Class Mail
 - 200 pieces or 50 pounds for Standard Mail
 - 50 pieces for Parcel Select
 - 300 pieces for Presorted or Carrier Route Bound Printed Matter
 - 300 pieces for presorted Library Mail
 - 300 pieces for Presorted Media Mail

Process for sending a Bulk Mailing.

1. Notify Central Mail that you will be sending a bulk mailing and submit a PeopleSoft SUR to “Bulk Mail” service unit. Let us know if you will be preparing the bulk mailing yourself or if you will be using a mailing service to prepare it. Either way, please make sure you will be able to meet the requirements for sending a bulk mailing. Especially, the requirement for checking your mailing list against the national database.

If you have not selected a mail service to assist you, we can help you connect with a recommended vendor.

2. If you have prepared the mailing yourself, bring your mailing and proof that your mailing list has been check against the national database (provided by the mailing service that did the check). The mail room will then fill out form 3602-N or 3600-R. Your mailing along with form 3602/3600 will be taken to the postal service by the mail room staff. The proof that your mailing list was checked for accuracy will be filed with your paperwork in the mail room. We recommend that you also retain a copy for your records.

If the bulk mailing is prepared by an outside service, make sure the mailing service performs an address accuracy check and provides you with proof that the check and any corrections were done. Once they have prepared your mailing, they will then need to bring the required forms including proof that the address check was done to the OUHSC mail room to be signed. The mailing will then be taken to the US Post Service by the mailing service or by OUHSC mail room staff. A copy of the of required forms and proof document will be filed in the mail room. We recommend that you also retain a copy for your records.

3. Central Mail will then bill your Chart Field Spread for the cost of postage charged to the University permit. If there are other costs for using a mail service then your department is responsible for paying for those directly to the outside mailing service (i.e. preparation costs, address check, envelopes etc...)

Please contact Central Mail Services if you have any questions related to the use of the University Bulk Mail permit. You can contact us by calling 271-2225.