BULK MAIL REQUEST

Non-Profit Organizations Only

Minimum Quantity: 200 pieces separately addressed to different addresses. All pieces must be identical as to text, size, weight, and number of enclosures.

Maximum Quantity: All mailings over 5, 000 pieces must be cleared with the Mail Center first. Time, equipment, and personnel must be planned for in advance for larger mailings.

All Bulk Mailings Must:

(1) Be accompanied by a completed ***Bulk Mailing Request Form***.
(2) Be sorted in correct numerical ***Zip Code Order*** - starting with the lowest Zip Code number, followed by the next lowest number, the third lowest number, etc...
(This is a postal requirement)
(3) Have the flap turned down if unsealed on each envelope.
(Equipment limitation)
(4) Have the flap sealed if larger than a #10 envelope.
(Equipment limitation)
(5) Have the ***Third Class Indicia and Creighton's return address*** printed or stamped on each mail piece.
(6) Have all inter-campus and foreign labels separated.
(7) The Mail Center will supply sorting trays and covers.

INCLUDE A DESCRIPTION OF THE MATERIALS AND WORK TO BE PERFORMED

Department or Office: _____

Authorized By: _____ Tel. #: _____

Account to be Charged #: _____ Number of Pieces: _____

Date Received at Mail Ctr: _____ Received By: _____

Date to be Mailed: _____ Postage Cost: _____

Services Requested: ***Please Circle Required Steps***

Labeling - One Ups Folding - 1/2 1/3 Special Fold

Inserting - 1 piece 2 pieces 3 pieces 4 pieces

Labeling, Folding, & Inserting charges: .03 cent charge per piece
.06 cents for hand label
.02 cent charge per tab
.02 cent processing fee (automation)

Preparation for Post Office Acceptance:

Bundled by Zip Code/ Bagged / PS Form 3602 completed / Delivered to Post Office

***** FIVE WORKING DAYS MUST BE ALLOWED FOR COMPLETION*****
FOR FURTHER INFORMATION, CALL MAIL SERVCES AT 280-3002