

## **Bulk Mail Pricing**

To ensure a proper delivery for bulk mail, please follow these steps.

### **Steps for Bulk Mailing:**

- You will need to fill out the Postage Statement-PS Form PS Form 3602-NZ, January 2012 for Bulk Mailing if you have 200 or more pieces of mail. See sample form. The Fisd Mail Center no longer facilitates bulk mail and must be done at the campus or department level.
- Please rubber stamp your mail with the Bulk Mail permit indicia ♦ Permit 116 in the right corner where a normal postage stamp would be placed. (Contact ♦ Judy Schauer -Finance ext. 6306 to issue a Bulk Mail indicia rubber stamp) or you can use pre-printed envelopes with the correct indicia.
- Place outgoing mail in 1 or 2ft. letter trays supplied by the Frisco Post Office. Your USPS Mail Courier can supply them to your campus.
- All mail pieces must be sealed for bulk mailing.

### **IMPORTANT:**

- All mail pieces should be identical in weight, size and content.
- All pieces need to be counted and RECOUNTED.
- All mail needs to be sorted in letter trays by zip code required by USPS.

Frisco Post Office accepts bulk mail 8:00a.m.-3:00p.m. Monday-Friday.

For more information please see <http://www.usps.com>