

BULK MAIL PROCEDURES

The following information is being provided for your use in processing bulk mail. Please use this information as a basic guideline when preparing bulk mail and first class mail to be taken to the Post Office. This information will assist in ensuring that your mail gets to the desired destinations in a timely manner.

1. Bulk mail should consist only of **newsletters, form letters, flyers, and anything being set out for advertising purposes.** Pieces are generally identical in content. All other mail not falling into these categories should be sent as first class mail. Bulk mail should not consist of bills, statements, personal correspondence or payroll checks.
2. Bulk mailings should consist of at least 200 pieces or a total of 50 pounds. Each individual piece must weigh less than a pound.
3. Once items being mailed as “bulk mail” meet the processing criteria, you will need to sort them and place them in trays as follows:
 - A. Put all pieces in Zip Code order.
 - B. Group them according to the first three digits of their Zip Codes.
 - C. When there are ten or more pieces to the same five-digit Zip Code, band them in a package with rubber bands and place in a tray. The maximum thickness of each package is six inches. If you have at least 150 pieces to the same five-digit Zip Code, do not band them if the tray is full. Label each package with a red label “D”.
 - D. When there are ten or more pieces (up to six inches thick) to the same three-digit Zip Code prefix, band them into packages.
 - E. Label each package with a green label “3”.
 - F. Should you have any mail left which does not fall into either of these categories, refer to attachment 1 for further instructions.
4. Before going to the Post Office, be sure to know your permit number and the availability of funds on the account.
5. Attachment 2 is the form that needs to be completed in order to process the bulk mailings. This form should not be photocopied. Only originals are accepted.
6. Forms and any other necessary supplies including rubber bands, stickers, trays, etc. may be picked up at the Post Office at 3200 Summit Boulevard, West Palm Beach.

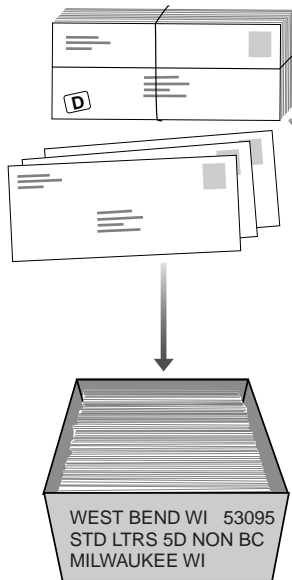
The above information is intended to assist in making the mailing process more comprehensible and efficient to all. Failure to properly sort mail could result in the Post Office refusing to deliver mail and possible cancellation of our permit. If you have further questions about anything not mentioned here or if you would like further clarification, please call John Mosley, Pony Foreperson, at 882-8545 or PX 88545.

Packaging and Traying Sequence

5-Digit (Required)¹

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

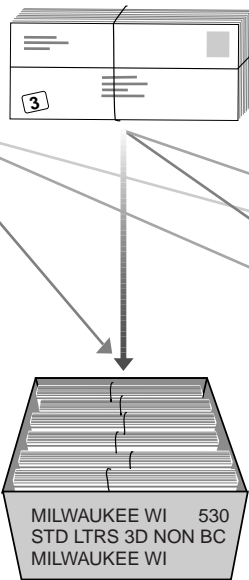
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Any remaining packages for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

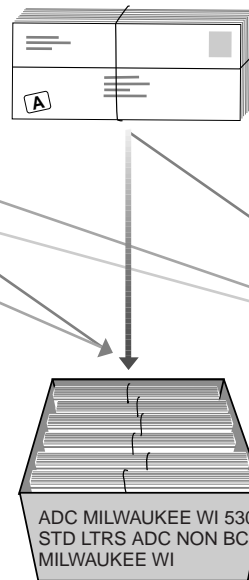
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Full trays only for packages to same ADC (see L004); no overflow trays permitted.

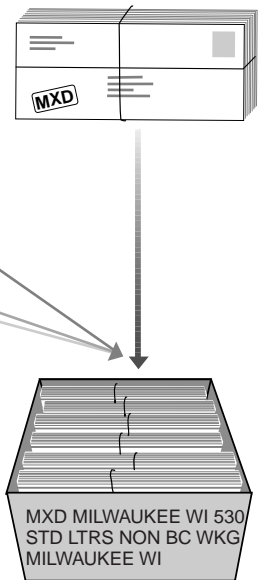
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC trays.

Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin ADC facility in L004.

Rate: Basic

¹Only pieces in 5-digit and 3-digit packages meeting eligibility standards (150 or more pieces packaged to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.

Rates based on tray in which package is placed.

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

See M610.1 for Line 2 information when selecting option to exclude letter-size mail from automated processing.

Postage Statement — Nonprofit Standard Mail — Easy Nonautomation Letters or Flats — Permit Imprint

This form may be used only for a single nonautomation rate mailing of identical-weight pieces paid with permit imprint. All other mailings must use the appropriate version of PS Form 3602.

General Information	Permit Holder's Name and Address, and Email Address If Any	Telephone	Permit No.	Weight of a Single Piece 0 _____ pounds
			Mailing Date	Statement Seq. No.
			Post Office of Mailing	If Sacked, Based on <input type="checkbox"/> 125 Pcs. <input type="checkbox"/> 15 Lbs. <input type="checkbox"/> Both
			Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats	Number of Containers Total Pieces Total Weight

Postage Computation (DMM P013)	Entry Discount	Presort Level	Rate per Piece	Number of Pieces	Totals
	Presorted Pieces 3.3 Oz. (0.2063 Lb.) or Less				
	None	1. 3/5 Letter	.146	x	
		2. Basic Letter	.158	x	
		3. 3/5 Flat	.171	x	
		4. Basic Flat	.220	x	
	DBMC	5. 3/5 Letter	.127	x	
		6. Basic Letter	.139	x	
		7. 3/5 Flat	.152	x	
		8. Basic Flat	.201	x	
	DSCF	9. 3/5 Letter	.122	x	
		10. Basic Letter	.134	x	
		11. 3/5 Flat	.147	x	
12. Basic Flat		.196	x		
Postmaster: Report total postage in AIC 125.				Total Postage (Add lines above) →	
For USPS Use Only: Additional Postage Payment (State reason)					
Postmaster: Report total adjusted postage in AIC 125.				Total Adjusted Postage (Add additional postage to total postage) →	

Certification	<p>The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(j)(1)(D)(ii)(I) and 26 U.S.C. § 513(A); (3) only the mailer's matter is being mailed; (4) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (5) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (6) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (7) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>I hereby certify that all information furnished on this form is accurate, truthful, and complete; that the material presented qualifies for the rates of postage claimed; and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>	<p>I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).</p> <p><input type="checkbox"/> For ZIP Codes (Presorted rates only): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.</p>
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	Telephone

USPS Use Only	Weight of a Single Piece 0 _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces	Total Weight	If "Yes," Reason		
	Total Postage		Round Stamp (Required)		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled				
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
	Verifying Employee's Signature		Verifying Employee's Name	Time	AM PM