

Bulk Mail Procedures Guide

Required for Bulk Mailing:

The attached forms are required.

The EMCC staff member submitting the bulk mailing must have the The Postage Authorization form filled out and signed.

The Postage Statement form will be completed by the Mail Room staff and signed by James Mitter (Budget Office) before taking to the U. S. Post Office.

Permit envelopes must be used for Bulk mailing. Patti Blair, ext. 58147, in KOMATKE building has them.

If envelopes do not have Permit #24 you will have to stamp the permit number on all of the envelopes. (The Permit stamp and ink pad are in the Mailroom.)

Must have 200 or more pieces for Bulk Mailing (Permit #24, Non-Profit Org.)

Every envelope needs to be identical in size and contents.

Allow 48 hours additional in mailing time, as the Post Office required the Mailroom to set an appointment to take and process the Bulk Mailing to them. The Mailroom will arrange the appt. time and take the mailing to the post office.

Mailroom will Fold the letters

Mailroom will Seal the letters.

You need to **Stuff** the envelopes.

You need to **Presort by Zip code** (first 3 digits, Ex: 853--, 852--, etc.)

Label bins by each 3 digit zip code.

Keep envelopes facing same direction.

Avoid letting envelope flaps overlap with other envelopes.

When finished, bring the Bulk Mailing, Postage Authorization Form and Postage Statement to the Mailroom. The Mailroom will complete the process.

POSTAGE AUTHORIZATION FORM

This form, when signed by Jim Mitter, authorizes the individual below to submit items against the Estrella Mountain Community College mail Permits. This completed Postage Authorization Form and the Postage Statement form must be signed by Jim Mitter (Budget Office) prior to the Ricoh Mail room staff taking the bulk mailing to the US Post Office.

Date: _____

Division: _____

Requestor's Name: _____

Division Director's Signature _____

Description of mailing

Number of items (envelopes) _____

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Below is for Office Use Only:

Permit Number: _____

Authorization: _____

Post Office Use Only:

Beginning Permit Bal: \$ _____

Ending Permit Bal: \$ _____

Total of Transaction: \$ _____

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Postage Statement—USPS Marketing Mail— Easy Nonautomation Letters or Flats

This form may be used only for a single nonautomation price mailing of identical-weight pieces. Use PS Form 3602-R for all other regular USPS Marketing Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at pe.usps.com.

Mailer	Permit Holder Name, Address, Email, Telephone		Federal Agency Cost Code	Statement Seq. No.	Weight of a Single Piece 0. _ _ _ _ pounds	
	CRID _____		Total Pieces	Total Weight		
			Permit No.		<input type="checkbox"/> Mailpiece is a product sample	
Mailing	Post Office of Mailing		Mailer's Mailing Date		No. & Type of Containers ____ Sacks ____ Trays ____ Pallets	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA ^{Link} <input type="checkbox"/> ACS	<input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format			<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk
			<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk			
			This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No			
		This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No				
Postage	Total Postage (Add parts totals)					
	Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.			____ pcs. x \$ _____ = Postage Affixed		
	Permit # _____		Net Postage Due (Subtract postage affixed from total postage)			
USPS Use Only	Additional Postage Payment (State reason)					
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.			Total Adjusted Postage Affixed		
	Postmaster: Report Total Postage in AIC 130 (Permit Imprint Only)			Total Adjusted Postage Permit Imprint		
Certification	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.					
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form		Telephone	
USPS Use Only	Weight of a Single Piece ____ _ pounds		Total Weight		Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:	
	Total Pieces		Total Postage			
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No					
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)			Date Mailer Notified		Contact
				By (Initials)		Time
USPS Employee's Signature			Print USPS Employee's Name			
Round Stamp (Required) Payment Date						

USPS Marketing Mail Postage (cont.)

Part B—Letters

Machinable 3.5 oz. (0.2188 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.292		
B2	None	Mixed AADC	0.302		
B3	DNDC	AADC	0.270		
B4	DNDC	Mixed AADC	0.280		
B5	DSCF	AADC	0.264		

Nonmachinable 4 oz. (0.25 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B6	None	5-Digit	\$0.505		
B7	None	3-Digit	0.573		
B8	None	ADC	0.595		
B9	None	Mixed ADC	0.668		
B10	DNDC	5-Digit	0.483		
B11	DNDC	3-Digit	0.551		
B12	DNDC	ADC	0.573		
B13	DNDC	Mixed ADC	0.646		
B14	DSCF	5-Digit	0.477		
B15	DSCF	3-Digit	0.545		
B16	DSCF	ADC	0.567		

Nonmachinable over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit	\$0.242				\$0.907			
B18	None	3-Digit	0.334				0.907			
B19	None	ADC	0.390				0.907			
B20	None	Mixed ADC	0.425				0.907			
B21	DNDC	5-Digit	0.242				0.736			
B22	DNDC	3-Digit	0.334				0.736			
B23	DNDC	ADC	0.390				0.736			
B24	DNDC	Mixed ADC	0.425				0.736			
B25	DSCF	5-Digit	0.242				0.694			
B26	DSCF	3-Digit	0.334				0.694			
B27	DSCF	ADC	0.390				0.694			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part B Total (add lines B1–B27)

Part E—Flats

Flats 4 oz. (0.25 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	\$0.469		
E2	None	3-Digit	0.561		
E3	None	ADC	0.617		
E4	None	Mixed ADC	0.652		
E5	DNDC	5-Digit	0.426		
E6	DNDC	3-Digit	0.518		
E7	DNDC	ADC	0.574		
E8	DNDC	Mixed ADC	0.609		
E9	DSCF	5-Digit	0.416		
E10	DSCF	3-Digit	0.508		
E11	DSCF	ADC	0.564		

Part E Total (add lines E1–E11)

USPS Marketing Mail EZ—Easy Nonautomation Letters or Flats—Instructions

Use this form only for nonautomation letters or flats at regular USPS Marketing Mail prices.

Step 1: Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.

Step 2: Complete the Postage section for applicable category, Presorted Letters and Flats, as follows: Fill in the number of pieces at each presort and entry discount level on the appropriate line in section B or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

Step 3: Add the applicable postage (part B or E). Enter the subtotal for Part B or Part E on the appropriate Part B or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line. (For postage affixed round off to three decimal places.)

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage

Step 5: Read and sign the Certification section, including your telephone number.

For more information on mailing standards, prices, and fees, please go to Postal Explorer at pe.usps.com.