

Bulk Mail Instructions

Bulk Mailing provides a reduced cost for mailers sending 200 pieces of mail or more. In order to receive discounted postage rates through the bulk mail process:

1. The mailing label must include the exceptional address format (e.g. Jane Doe or Current Resident).

For Example:

```
Jane Doe or Current Resident  
4200 S. Congress Avenue  
Lake Worth, FL. 33461
```



Bulk Mail Instructions

2. The return address has to list the full name of the College.

For Example:

```
Palm Beach State College  
4200 S. Congress Avenue  
Lake Worth, FL. 33461
```

3. All pieces must be identical; i.e. same envelopes and same weight.



Bulk Mail Instructions

4. Submit your request **two (2) weeks prior** to your required mailing date.
5. To initiate your Bulk Mail Request, notify Purchasing at Purchasing@palmbeachstate.edu
6. Mailings for flats and non-machinable mail must employ a mailing house.

Question: Will you use a mailing house for this mailing?

YES

NO

Bulk Mail Instructions *Yes, I am using a mailing house*

Since you are using a mailing house, the mailing house will sort and prepare pieces for mailing but **you are responsible** to accurately complete the postage form. The postage form will provide the cost of the mailing.



Bulk Mail Instructions

Once the postage form is complete, please **create a requisition in Workday to pay for the postage.**

Once funds have been deposited to the USPS (EPS) account, the end user will be notified by a Purchasing Representative that mailing can be sent to either Central Receiving or the mailing house must submit mailings to Central Receiving.



Bulk Mail Instructions Complete

You have now completed the process.

As a reminder:

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Bulk Mail Instructions *No, I will not use a mailing house*

Since you are not using a mailing house, please answer the following question:

Question: Is College Relations and Marketing designing your mailer?

YES

NO

Start
Over

Bulk Mail Instructions

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Please note that mailings must be sorted by zip code ***prior*** to being dropped off to the Receiving Department.



Bulk Mail Instructions Complete

You have now completed the process.

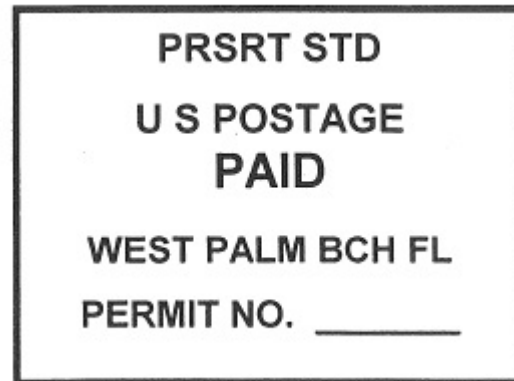
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Bulk Mail Instructions *No, CRM is not designing my mailer*

Since CRM is not designing your mailer, **your department** will have to stamp each piece of mail to include the *permit imprint indicia*, to initialize the mailing. The stamp is available at Central Receiving. Mailing must be placed in order, by zipcode.



Bulk Mail Instructions Complete

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