

# 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
```



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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](mailto: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, provide the following two items to [Purchasing@palmbeachstate.edu](mailto:Purchasing@palmbeachstate.edu)

- Mailing house invoice
- Department account number to be used to pay for postage



# Bulk Mail Instructions

A Purchasing Representative will initiate a journal entry to transfer funds for total bulk mail amount to Central Receiving's Postage account.



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Once funds have been transferred, 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.



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Once funds have been transferred, the end user will be notified by a Purchasing Representative that mailing can be sent to either Central Receiving or the Post Office.

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

*\*Please note that if mailing house is being used for bulk mailing, it is not necessary to complete the Postage Statement Form; however, all other instructions must be completed.*



# Bulk Mail Instructions Complete

You have now completed the process.

As a reminder:

1. Submit your request **two (2) weeks prior** to your required mailing date.
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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 *Yes, CRM is designing my mailer*

Submit your completed Postage Statement Form and account number that should be used to pay for postage to

United States Postal Service  
**Postage Statement—Nonprofit Standard Mail**  
**Easy-Nonautomation Letters or Flats**

This form may be used only for a single nonautomation price mailing of identical-weight pieces. Use PG Form 3602-N for all other nonprofit Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at [pe.usps.com](http://pe.usps.com).

Instructions

Post Office: Note Mail Arrival Date & Time (Do Not Round/Stamp)

Permit Recipient Name and Address and Email Address, if any: Palm Beach State College, 4200 Congress Avenue, Lake Worth, FL 33461

Telephone: 5618685555

USPS Nonprofit Auth. No.: 246462

This is a Political Campaign Mailing:  Yes  No

This is Official Election Mail:  Yes  No

Post Office of Mailing: West Palm Beach, FL 33409

Mailing Date: 1388

Permit No.: 1388

Federal Agency Cost Code: \_\_\_\_\_

Statement Des. No.: \_\_\_\_\_

No. & Type of Containers: \_\_\_\_\_

Type of Mail:  Permits required,  Precanceled Stamps,  Metered

Weight of a Single Piece: \_\_\_\_\_ pound \_\_\_\_\_ ounce

Maintenance is a product sample:  Letters  Flats

Move Usable Method:  ACD,  Alternative Method,  Multiple,  In Alternative Address Format

Total Pieces: 500

Total Weight: \_\_\_\_\_

Postage:  Correct,  Lowest,  Netter

Net Postage Due (Subtract postage affixed from total postage): \$74.250

Additional Postage Payment (288th reason): \_\_\_\_\_

Total Adjusted Postage Affixed: \_\_\_\_\_

Permit Imprint: AIC-125

Total Adjusted Postage Permit Imprint: \_\_\_\_\_

Signature of Mailer or Agent: Bob Smith

Printed Name of Mailer or Agent (Signing Form): Bob Smith

Telephone: 5618685555

USPS Use Only (non-Postnet/One) / USPS Use Only (non-Postnet/One)

See reverse side of this form for complete Postage section

PG Form 3602-NZ, May 2015 PPN T530-07-002-6219

[Purchasing@palmbeachstate.edu](mailto:Purchasing@palmbeachstate.edu)



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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.

PRSRT STD
U S POSTAGE PAID
WEST PALM BCH FL
PERMIT NO. _____





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