



Administration and Finance

Bulk Mailing Procedures

Requirements

- Bulk mailings must contain 500 pieces or more (postcards, envelopes, flats).
- The University postage indicia must be on each piece.
- Each piece must be **identical** in message, size, and weight.
- Provide the exact count of the number of pieces in the mailing.
- Contents in the mailing should fit the correct size envelope.
- Bulk mailings are for USA postal zip codes only; no international addresses.
- Bulk mailings can be sent First Class or Non-Profit.
- Notify Mail Services of the mailing two weeks in advance of desired mailing date.
- Bulk mailings are delivered Tuesday & Thursday at 1:00pm.
- Stockton Mail Services has trays or buckets available for your use.

Tips & Tricks:

- Check the mailing list for duplicate names.
- Check for addresses that are Stockton Campus addresses; pull these items from the mailing.
- If envelopes need to be sealed, please provide extra time for processing.
- Flats must be sealed prior to delivery to mail room.
- Heavier weight paper must be used for tri fold mailings.
- If the piece is folded, it must have 2 seals; one on the top and one on the right hand side.
- The bottom ½” of each piece must be kept white for USPS placed bar codes.