

NON PROFIT BULK MAIL

ADDRESSING MAIL PIECE

All bulk mail (magazine and letters) must have a return address on each mail piece. The mail piece must have the following:

Tarleton State University

Department Name

Box T-0570 – You must use our T Box number because the permit is assigned to us.

Stephenville, Tx 76402

Where the stamp is normally located (upper right corner of the mail piece) you must have the following:

Non Profit Org.

US Postage Paid

Stephenville, Tx 76401

Permit # 133

Return Service Requested or Or Current Resident has to be on each mail piece. If the customer has moved and if you want the mail piece back with the correct address you must print Return Service Requested under the return address. The charge for each return piece of mail is the First Class Rate. If you do not want the mail piece returned you must print Or Current Resident under the addressee name in the address block. If the mail piece can't be deliver the mail piece will be discarded.

NON PROFIT MAIL PREPARATION

LETTER

To receive the Non Profit postage rate there must be 200 mail pieces in each mailing. The content of each piece must be identical and each mail piece must weigh the same. Envelopes must all be the same.

Mail pieces must be in letter trays (available at TSU PO) and lined up in numerical order starting with the smallest Zip Code to the largest Zip Code. We will separate all pieces that get a discount and we will prepare the forms required by the USPS.

FLATS

Flats must have at least 200 pieces in each mailing, must be identical and must be bundled according to 5 digit Zip Codes, 3 digit Zip Code, or Mixed ADC Zip Codes. Two rubber bands, one for the width and one for the length must secure each bundle.

Five digit zip codes weighing at least 5 ounces or less must have at least 15 mail pieces in a bundle. Three digit zip code weighing 5 ounces or less must have 10 pieces or more per bundle. All remaining pieces are MXD ADC and are bundled with 10 or more pieces.

Flat mailings need to be in tubs (available at TSU PO) and brought to the TSU PO. The TSU PO will prepare the mailings. We will separate the 5/3 digit bundles as these get the discount and complete the necessary forms. All other bundles will go at the Non Profit Flat rate.

Magazines, newspapers, and pamphlets are considered to be flats. The dimensions for flats are 6 1/8" x 11 1/2" and up to 12" x 15".

Our office can prepare mailing up to 2000 letters or 800 flats. If you have more than this in your mailing you must break it into more than one mailing. It would help this office if you contacted us two days in advance about any mailing so we can make sure we have the proper equipment to complete the mailing. Most of the time we will be able to prepare your mailing and take it to the US Postal Services the day after we receive the mailing.

If you have questions or want me to check your mailing, please let me know. My email address is huffman@tarleton.edu or call me at 9008. I will assist you any way I can.

Johnnie Huffman
Manager of Mail Services