

## KERMAN UNIFIED SCHOOL DISTRICT BULK MAIL INSTRUCTIONS

1. The total number of pieces to be mailed must be 200 or more. Pieces must all be exactly the same. A return address is to be on each piece. Envelopes are to be sealed. Our mail machine has the ability to seal regular sized envelopes. Envelopes that are to be sealed are to be **stacked** one on top of the other.
2. Pieces must be facing the same way.
3. Make a list of destinations and amount - example below:

PLACE	ZIP	AMOUNT
Kerman	93630	456
Biola	93606	10
Fresno	93621	22
Madera	93776	4
Fresno	93722	<u>15</u>
Total		507

The post office is requiring a copy of what is being sent out in the bulk mailing to be attached with a paper clip to the destination list.

4. Each piece must be stamped with a special **“BULK MAIL”** imprint. If it is known beforehand that the pieces will be mailed in bulk, this imprint can be put on during the printing process. If not, each piece must be stamped by hand. If you plan to do the imprinting by hand, call the office and make arrangements to use the bulk mail stamp.
5. The Instructional Support Center should be notified 24 hours in advance of any bulk mailing. We are required by the post office to give them a 24 hour notice of any bulk mailing. To allow enough time to complete paperwork, the entire mailing **MUST** be in the Instructional Support Center before 10:00 am on the day it is to be mailed. All bulk mail needs to be at the post office by 2:00 p.m. If the mailing is at the Support Center after 10:00 am, it will go out the next day.