

NONPROFIT / STANDARD MAIL (Commonly known as “Bulk” mail)

A Nonprofit mailing consists of at least 200 identical pieces. Materials must contain a general message aimed to all who receive it, rather than a personal message aimed to a particular individual. Nonprofit/Standard mailings may not advertise credit cards or insurance.

For mailings prepared by an outside mailing house, a sample and the approximate number of pieces must be given to the Mail Center along with chargeback information.

Instructions:

Call the Mail Center **BEFORE** proceeding to verify your mailing qualifies.

Have your envelopes printed with the **PERMIT NO 196** as seen below. (*This goes in place of postage in the upper right hand corner.*)

NONPROFIT ORG. U.S. POSTAGE PAID ESCONDIDO, CA PERMIT NO. 196

Request **MAIL TRAYS** from the Mail Center at 4525. (500 envelopes/tray)

Stuff envelopes and **SEAL** each of the envelopes.

Print out labels in **ZIP CODE ORDER**.

Place labels on sealed envelopes keeping the Zip Codes in **NUMERIC** order lowest to highest. (Sample: 92069 – 92121)

Place a **DIVIDER** such as a 3x5 card at the beginning of the following Zip Code Prefixes: **(919, 920, 921)**

COMPLETE the attached Submission Form.

SUBMIT trayed and sealed mailing along with completed submission form and a sample to the Mail Center in person or by calling for a pick up.

Please remember that the Mail Center is always available to assist you with any questions you may have regarding Nonprofit/Standard mail or any mailing that your department may be planning.

Colors/Graphic Standards: www.csusm.edu/csusmimages.





MAIL CENTER

SUBMISSION FORM NONPROFIT/STANDARD MAIL


PS Chargeback Code: _____

Date Submitted: _____

Customer Name: _____

Extension: _____

Department: _____

Authorized Signature:  _____

Total number of mail pieces for the following Zip Code Prefixes: *(A prefix refers to the first three digits of a zip code.)*

919: _____

920: _____

921: _____

All other Zip Code Prefixes: _____

TOTAL number of all mail pieces: _____

If you have any questions, please contact the Mail Center at ext 4525.