

Regular Bulk Mail Guidelines

Regular Bulk Mail are envelopes which are addressed to a business or residence.

Minimum of 200 pieces required

Each addressed piece of mail **must be TYPE written only** (computer or typewriter). No hand written information (in cursive or print form) will be accepted.

***A Postage Due account with a deposit must be set up at the Post Office prior to coming to the Chamber to complete your paperwork. The Chamber will require a copy of your receipt from the Post Office for the Postage Due account at the time of completion of the paperwork. No exceptions.**

- The bulk mail material must be business related only. **No personal or political material** can be mailed under the Chambers permit.
- **Mail may not contain staples.** They are to be taped or stickered with the smooth edge (folded edge) at the bottom. This will allow the mail to be machineable at the post office and prevent the mail from jamming the machine.
- All mail must be of the same size and same weight per shipment.
- There is **no discount on postcards unless you are sending a saturation letter** (to every mailbox in a specific development or area). *see separate specific directions for saturation mail
- The final sorting of the mailing must be completed at the chamber office with the assistance of a staff member. **YOU MUST SET AN APPOINTMENT UP FOR THIS. PLEASE CALL FIRST. The bulk mail form must be signed by a Granbury Chamber of Commerce Employee in order to be accepted by the post office.**

Each envelope must have the following:

- Return address in the top left hand corner
- *Bulk Mail Permit Stamp in the top right corner
- Address Label in the middle
- Postal Endorsement Stamp above the address label “*Return Service Requested*”

*** The bulk mail stamp can be emailed to you for printing directly on your envelope or you can check out a self inking stamp from our office. The bulk mail stamp may be checked out for 24 hours at a time.**

Once your envelopes are prepared as shown above they need to be sorted. The minimum in a stack is 10 pieces and maximum is 4 inches thick (approx. 50 standard envelopes).

Sort by matching zip code. Begin with stacking:

- 5 digit matching zip codes
- 3 digit matching zip codes
- 2 digit matching zip codes
- Mixed – Any mail that does not fall into the above categories & is less than 10 pieces
- Put a rubber band length ways and cross ways around each stack You do not need to rubber band 76048 & 76049 but you do need to count them.
- Count each stack
- Put a sticky note on top of each stack with the amount counted
- Go to the Post Office and pick up the amount of trays needed
- Call the Chamber office well in advance of the day your mailing needs to go out to schedule an appointment for the final sorting process.**

- Newsletters or flats must be sent in a sack with the appropriate bag tag, with the exception of 76048 & 76049, which can be sent in a tub with the appropriate tag.
- All mailings less than VERY large are to be taken through the front door and are processed at the mail counter. Bring your paperwork and payment with you.
- VERY large mailings (regular and saturation) are to be taken at the back door of the post office. No payments can be processed at the back door. Have your mail accepted by a postal employee and then go to the front mail counter and have them process your paperwork and payment.
- The post office will keep the trays you bring your mailing in. The chamber would greatly appreciate it if you would request some empty trays from the post office before leaving and then drop them off here at the chamber for the next person to use.
- Bulk mail **must** be taken to the Granbury Post Office located at 530 N. Crockett St. between 10:00am to 2:00pm. Monday – Friday for mailing and payment. Payment by check only. No credit cards accepted.

John Smith
123 ABC Street
Anytown, TX 7777

PRST STD
U. S. POSTAGE
PAID
PERMIT NO. 33
GRANBURY, TX

Return Service Requested

Jane Smith
321 CBA Street
Anytown, TX 7777