

## Saturation (Route) Bulk Mail Guidelines

**Please note... There have been significant changes to Route Mail as of November 12, 2010. Please read the entire guideline sheet & review the sample sheet before printing and preparing your mail.**

Saturation or Route Bulk Mail is envelopes/mailers which are addressed to either "Postal Patron" or "Postal Customer". The mail goes out to EVERY home on a postal route.

- 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 prevent the mail from jamming the machine.
- All mail must be of the same size and same weight per shipment.
- 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 (**As of 11-12-10 the bulk mail stamp changed**). Make sure you are using the correct stamp.
- Pieces in route followed by \*\*ECRWSS followed by route number in the middle.  
Example using route number R002: **466\*\*ECRWSS R002**
- Addressed to Postal Patron or Postal Customer in the middle below route information

**\* 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 for 24 hours**

How to sort your mail:

- Request most recent list of routes from chamber office. Route list consists of 76048 and 76049
- Pick the rural routes/areas you would like to target.
- On a separate piece of paper type or write out each route number with the corresponding number of pieces in each route. i.e. Route # R001 – 522 pieces
- Count and stack the number of pieces needed for the route you have chosen
- Rubber band the stack together & attached a sticky note on the top with the Route number and number of pieces in the stack.
- 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.

**\* If you have chosen route number 2 and it has 466 homes in the route you must stack 466 pieces. The post office will charge you for 466 pieces even if your stack only has 463 pieces in it.**

- 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.
- All of the Bulk mail **must** be taken to the Granbury Post Office located at 530 N. Crockett St. between 10am to 2pm. Monday – Friday for mailing and payment. Payment by check only. No credit cards accepted.
- **For 76049 Bulk Mail:** After paying for bulk mail at the Crockett Post Office you must take all 76049 mail to the Acton Post Office to be mailed between the hours of 10am to 2pm.