

Materiel Distribution Center
District Mail Center
143 S Alma School Rd
Mesa AZ 85210-1096
480-472-0954

PROCEDURES FOR PREPARING STANDARD MAIL AT A BULK RATE

1. There is a 200-piece minimum quantity to qualify for a bulk mailing. The total count must be accurate.
2. Mesa Public Schools should be included as the first line of the return address on each piece of mail followed by your school/department name.

Example: Mesa Public Schools
Community Relations Dept.
63 East Main Street #101
Mesa, Arizona 85201-7422

3. Each piece must weigh exactly the same.
4. Each piece must be exactly the same in that: a) they must contain the identical number of pages; and, b) they must have the identical contents. Report cards/progress reports do not qualify because, even though the forms are all the same, the information entered on them is not identical.
5. The “bulk mailing permit imprint” must be hand stamped or preprinted on each mailpiece in the upper right-hand corner where the postage stamp would normally go.

Example:

NONPROFIT ORG
U.S. POSTAGE
PAID
Mesa, Arizona
Permit No. 161

6. When envelopes are used and, if the envelopes are not sealed, the flaps should be tucked in.

Continued: Procedures for Preparing Standard Mail At A Bulk Rate

7. If at all possible, keep bulk mailings within the maximum dimensions of the category Letter Size Mail: maximum 11 ½” x 6 1/8”-- minimum 5” x 3 ½”. Fold the mail piece if necessary. The U.S. Post Office recommends that pressure sensitive tabs or staples be used to keep the contents of folded pieces of mail from being damaged or lost. When a bulk mailpiece exceeds the maximum

letter size, the category becomes Flat Size Mail and requires a different type of preparation and handling.

8. Any type of container can be used to transport bulk mailings to the District Mail Center.
9. All mailpieces should be placed loosely in the mailing containers. Do “not bundle” the mailpieces. Rubber bands and stickers are “no longer” used on standard bulk mailings. The mailpieces must be facing the same direction and the address must be visible toward the front. The mailpieces “can not” be upside down. Zip code sequence is not necessary, but is an option. Keep separate any zip codes other than 852. Zip codes can be mixed in a tray/container as long as the “first 3 digits” are identical.
10. A Non-Stock Requisition or Student Fund Requisition must be prepared and accompany your bulk mailing. The requisition must be properly filled out including the account code, proper signatures and accurate count of combined total pieces to be mailed.
11. After preparing your bulk mailing and unless other arrangements have been made, it must be brought to the District Mail Center. At that time, mail center personnel will complete the mailing by filling out additional postal forms according to count, weight, destination and prepare the bulk mailing in the required USPS containers.
12. When the bulk mailing is totally processed, it is then taken by District Mail Center personnel to the U.S. Post Office Business Mail Entry Unit, at First Street and Center in Mesa for final inspection and processing. Your bulk mailing must meet the required postal bulk mail standards before it is accepted for mailing. The post office delivers bulk standard mail locally on an average of three to five days.
13. If a bulk mailing is rejected by the U.S. Post Office because of an inaccurate count, mail piece design problem or a discrepancy in weight per piece, the mailer may be contacted and advised to correct the error.
14. Contact the District Mail Center for any supplies needed for mailings, including rubber stamps for “permit imprint” or “Mesa Public Schools”, rubber bands, trays or tote boxes.

If a clarification or a more detailed explanation of instructions pertaining to “any type” of mailing is needed, please **contact Tom George**, District Mail Center: **Phone: 480-472-0945**

Email: thgeorge@mpsaz.org.

<http://intra.mpsaz.org/mdc>

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