

### **Bulk Mail 101**

- All envelopes must be the same size, same weight
- All envelopes must be facing the same direction
- Separate the envelopes per weight
- All envelopes must be sealed
- All envelopes must be stamped in red ink **“Return Service Requested”**
- Letters that can be placed in long bulk mailing tray:
  - Letter size up to envelope size 6 1/8 x 11 1/2
  - Any parcel over that size must be bundled

### **Parcel Bundling**

- Bundle all parcels same weight
- Bundle all parcels same direction
- Bundle all parcels 15-25 per bundle. No more no less
- Bundle all Temple City zip code together
  - Each 15-25 bundle place a bulk mail sticker on it-#5
- Bundle all zip codes 917XX (San Gabriel, Rosemead...) together
  - Each 15-25 bundle place a bulk mail sticker on it #3
- All bundles to be placed in large mail sacks. No more than 70lbs per sack.

### **Zip Code Separation**

- Once it's separated by weight, separate by zip code
- All Temple City 91780 tray together – please provide total count of this zip code
- All 917XX tray together – please provide total count of this zip code
- All Arcadia tray together (it's helpful but not totally necessary) – please provide total count of this zip code
- All others tray together – please provide total count of this zip code
- Provide total count of all pieces on Bulk Mail Inventory Form

### **OFFICE USE ONLY:**

Fill out the PS3602-NZ form. Our permit # 10058

Bulk mailing to be taken to San Gabriel Post Office. In the back on the dock. Go through the double doors and they'll attend to you.

Take the form to the desk. She'll provide the bulk mail labels to place on the outside of the trays and the outside of the bags that the bundles are to be in.



## TEMPLE CITY UNIFIED SCHOOL DISTRICT

### BULK MAIL INVENTORY FORM

SCHOOL: \_\_\_\_\_ DATE \_\_\_\_\_

ZIP CODES: \_\_\_\_\_ 91780 \_\_\_\_\_ # OF LETTERS \_\_\_\_\_

\_\_\_\_\_ 917XX \_\_\_\_\_

\_\_\_\_\_ Arcadia \_\_\_\_\_

\_\_\_\_\_ Mixed \_\_\_\_\_

TOTAL: \_\_\_\_\_

\_\_\_\_\_  
Signature of Facilitator for Program

\_\_\_\_\_  
Phone extension of Facilitator

Indicate date to be delivered at destination \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_

Indicate name of project: \_\_\_\_\_