

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: H.2

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Subject: Bulk Mailing

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Bulk mailings, both second and third class, of 200 or more identical pieces are handled completely by Office and Postal Services. The staff at Office and Postal Services provides all related service, including the printing of material, ordering labels, furnishing envelopes, inserting, metering and mailing.

Please note the following instructions and information:

1. Office and Postal Services must be advised well in advance of postage needs for mailings processed from Office and Postal Services or any outside mailing service.
2. An authorized IDR is required for any mailings charged to departmental or project funds.
3. The university will pay for bulk third-class postage for informational materials sent in the recruitment of students or for student information or services.
4. According to postal regulations all bulk mailings:
 - a. Must be in zip code order.
 - b. Each piece of mail must be identical.
 - c. There must not be less than 200 pieces of mail.
5. Please allow at least three weeks for delivery out of state by the U.S. Postal Service.

If any assistance or information is needed in the preparation of a mailing, please call Office and Postal Services at ext. 7-3068 or via e-mail at <http://officeservices.iit.edu/index.php>.