

Business Reply Mail

Business Reply Mail (BRM) is used to encourage response by paying the return postage. these pieces are charged at a higher than standard postage rate, but only on the pieces that are actually returned. Contact Mailservice@ttuhsc.edu for current rate and to calculate what reply percentage is the break-even point for prepaying all and only paying for actually received items. All Business Reply Mail (BRM) for Texas Tech Lubbock addresses will use the TTUS BRM Permit Number #28 unless a department has their own BRM number. Permit 28 can only be used by Texas Tech departments with FOAPs.

For BRM Permit 28, the address is always: BUSINESS REPLY CENTER
TEXAS TECH UNIVERSITY
BOX 45017
LUBBOCK TX 79409-XXXX

For BRM, the last 4 digits of the zip code indicate type of mail and therefore postage rate.
79409-9989 for 1 oz letter, 79409-9973 for postcard,
79409-9980 for 2 oz letter, 79409-9981 for other.

The graphic below is for illustrative purposes only. If you do not have the proper BRM template on file, DO NOT modify an existing template. Ask for a new one from Mail Services Manager. When placing the template, DO NOT resize or move any elements. The only thing that can be changed is the upper left hand corner which is used to indicate billing and delivery information.

For HSC, the upper left corner will have: Texas Tech University Health Sciences Center Dept STOP XXXX Code for FOP (Obtain code from Mail Services Manager) And anything else the customer wants.	For TTU, the upper left corner will have: Dept MS XXXX FOP And anything else the customer wants.
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