

Bulk Mail

Bulk Mail is not an official USPS term, but is commonly used to refer to mass mailings. There are two classes of bulk mail, First-Class and Standard. Standard mail was originally termed Third-Class Mail and will soon be known as Marketing Mail. Non-Profit Mail is a sub-category of Standard Mail. In order to mail at non-profit rates, mailings must meet the requirements for Standard Mail and additional requirements a discussed below.

Pre-sorted mail is also divided into automated and non-automated postage rates. Basically, automated mail is pre-certified and printed with an Intelligent Mail bar-code (IMb). Addresses on Non-automated mail have not been cleansed and verified; there is not a bar-code. Mail has simply been sorted into zip code order. Every mail piece produced by the Printing Center is automated. Mail Services will pre-sort non-automated mail if a customer brings in a mailing already addressed, but the Printing Center is typically not involved in the process of non-automated mail.

Common Requirements

- All pieces in the mailing must be identical in weight and size. Do NOT mix brands or finishes of paper.
- Domestic addresses only – no international mail.