

External Bulk Mail Preparation

Bulk mail is called "Standard Mail" by the US Postal Service (USPS), Standard has two basic rates, regular and non-profit. The non-profit rate is lower than regular rates. Non-profit mail (you) may not contain any advertising or mention of a promotion for travel, insurance, or credit cards.

A bulk mailing requires a minimum of 200 identical pieces to qualify for bulk rates. Identical means the only difference in pieces is the address. A permit imprint showing that postage has been paid must be printed or imprinted on each piece.

The Mail Services Department maintains a permit with the USPS (Permit 133) to send regular and non-profit bulk mail. This permit is available for use by all PTAs. Do not deliver your permit mail to the Post Office without the proper forms being signed.

A return address is required on all pieces. The name of the PTA must be on the top line of the return address.

A ZIP code is required on all addresses. All pieces must be sorted in ascending ZIP code order. Mark boxes or trays indicating the order, e.g., 1/5, 2/5, etc. if you have 5 boxes of mail.

Only pieces sent to a US address may be part of a bulk mailing. International mail does not qualify as bulk mail.