

Bulk (Standard) Mailing Regulations

1. Bulk mailings (STANDARD postage rates) may consist of any printed or otherwise duplicated letters, pamphlets, brochures, etc.
2. All pieces of a bulk mailing must be identical in size, weight, and number of enclosures.
3. All pieces of a bulk mailing must have a complete address, including the correct zip code.
4. As a Non-Profit Bulk mailer, UNC cannot advertise for profit organizations.
5. Each bulk mailing must consist of at least 200 identical pieces, in zip code order, from the smallest number to the largest. Fewer than 200 pieces can be processed if the weight of the mailing is 50 pounds or more.
6. The UNC mailing permit is #21, and must be stamped or printed in the upper right-hand corner of the mail piece. The Mail Service will loan you a stamp if the permit was not printed on you material.
7. “Return Service Requested” or “Change Service Requested” has to appear to the left of the above-mentioned permit imprint. (This is a new regulation, effective 11/23/2008).
8. Small bulk mailings, consisting of three containers or fewer, will be picked up by the UNC Mail Service personnel during their regular delivery runs. For larger bulk mailings, you can send a work order to the UNC Warehouse—and, they will pick up. All bulk mailings must be presented to the USPS by the UNC Mail Service.
9. Mail that is time-sensitive should not be sent in this manner. Mail Services has up to five (5) working days to get mailings of 3000 pieces or less to the Post Office. They, in turn, promise us three to five week delivery time.
10. Please call the Mail Service, at 351-2026, if you have questions.

Acceptable return address for bulk mail:

University of Northern Colorado (no part of the address can be larger/bolder than this)
Department Name (required),
501 20th Street, Greeley, CO 80639-(4-digit extension, dept code)

The address should be formatted as you would any return address.