

## Internal Bulk Mail Preparation

Authorized internal bulk mailings are considered to be more than 200 pieces distributed throughout the University community.

Official University interdepartmental envelopes should be used when possible.

If large, internal mailings are prepared and the use of official interdepartmental envelopes is not practical, please have Printing Services apply the wording "**CAMPUS MAIL**" in big, bold letters in the upper right-hand corner and lower left-hand area on the envelope. This alerts the Mail Services Department to not meter.

When submitting this mailing, segregate by mail location in mail location order using rubber bands or paper clips, preferably by rubber band.

Personal mailings, i.e. sale of personal items, chain letters or other advertisements not associated with the University, are disallowed.

## Date Restrictions for Internal Mass Mailing Distribution

The Mail Services Department will accept mass mailings for internal delivery with a date no older than one day prior to distribution. All other mail with an older printed date will need to be revised to allow for a more accurate posting time.

Suggestions: If a mailing requires signatures or extra handling that could delay its processing, we recommend that the original copy be postdated to allow for duplication or printing and distribution. If this is a problem, then we recommend that only the month be printed, not the day.