External Bulk Mail Preparation

UC Mail Services is available to answer all of your questions about bulk mailing. Please call the UC Mail Center at 513-556-3525 prior to having your mail pieces printed.

UC Mail Services strongly recommends that you utilize the UC Printing Department or UC Awarded Vendors on the current term contract because of the:

- complexity of preparing bulk mailings;
- potential for significant financial impact to your department's resources;
- critical timing required for bulk mail deliveries.

External Bulk Mail – For your Information

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 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 University departments. Do not deliver your permit mail to the Post Office without the proper forms being signed. Mail prepared as bulk mailing needs the Mail Services Department signature on the 3602 USPS Form. This mailing continues with the preparer to the weigher’s office downtown for submittal.

A return address is required on all pieces. The University of Cincinnati must be on the top line of the return address and it must be in conventional PO Box format.

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

UC Mail Services strongly recommends that you utilize UC Printing Department or UC Awarded Vendors on the current term contract because of the complexity of preparing bulk mailings, the potential for significant financial impact upon your departmental resources, and the critical timing required for bulk mail deliveries. UC Mail Services is available to answer all of your questions about bulk mailing. Please call the UC Mail Center at 513-556-3525 prior to printing mail pieces.