

# CU Imaging Services

## Standard (BULK) Mail Checklist

This checklist is a guide for nonprofit standard (bulk) mail to meet USPS requirements. Items in section one are Imaging Services internal policies for handling standard mail items. Section two lists a few United States Postal Service (USPS) Postal Rules and Regulations which are strictly monitored and enforced by the USPS. Imaging Services staff is always willing to assist in providing you with current information about mailings.

**The Discounted Nonprofit Standard Mail rate is made possible by CU's nonprofit status and by eliminating sorting ordinarily done by United States Postal Service (USPS) employees.**

### 1. Imaging Services Requirements

- All mailings using University permit number 156 **must** be mailed through Imaging Services.
- **Preliminary** - Begin early to receive assistance on minimizing postage and processing costs. Contact Imaging Services to obtain and verify that the return address and indicia on your mail piece meet USPS requirements. Allow up to two weeks in advance of the mailing date to include handling by Imaging Services and the USPS.
- Provide Imaging Services with a data file of your address list (excel is fine). We will prep and verify your mail list for deliverable addresses.
- Other premium options are available such as, *Address Correction Notification* if you choose. The USPS does charge for these premium options.
- Provide Speed-Type, IN or A-Card information for recharge.

### 2. USPS Requirements

- **Minimum Quantity** - Standard mail must contain a minimum of 200 pieces with identical contents.
- **Identical Pieces** - All pieces must be identical in weight and size. Paper weight and envelope or other mailer must be uniform throughout the mailing.
- **USA Only** – Standard mail is limited to delivery within the USA and USA Possessions. Standard mail cannot be sent outside the U.S.A.
- **Meet Non-Profit Requirements** - Requirements for mailing at the non-profit bulk rate are stringent and are established by the U. S. Postal Service. Imaging Services can assist you with this determination. ALL MAILINGS MUST HAVE A COMPLETE RETURN ADDRESS, INCLUDING "UNIVERSITY OF COLORADO at BOULDER", IN ORDER TO QUALIFY FOR THE NON-PROFIT STANDARD RATE.

**Outside Preparation Services** - Outside vendors may be used to prepare standard mail. If you work with an outside vendor, it is extremely important that you contact Imaging Services prior to any work being started.

Advance planning will aid in proper processing and insuring that the cost of the mailing obtains the correct discounts.

Contact us at:  
CU Imaging Services  
Folsom Stadium  
Gate 11, Second Floor  
Campus Box: 377 UCB

Standard Mail Customer Service:  
303.492.4667

Main Phone:  
303.492.COPY (2679)