

Los Angeles Pierce College
Mail Approval Form

This form must be completed for:

- Bulk Mail (Please see second sheet for instructions and procedures)
Number of items must be 200 or more of the same item
Bulk mail indicia must be affixed
Each item must weigh less than 3.5 ounces
(see mail room for additional Post Office regulations)
- First class mail of 200 or more items

Please submit form for approval to the mail room at least 5 days prior to mailing in order to avoid delays

Today's Date _____

Department / Office _____

Person responsible for mailing _____

Approximate mailing date _____

Exact numbers of pieces _____

Description

Attach sample if possible

Check one: Bulk First Class

Approvals

Department Chair / Supervisor _____

Mail Room Supervisor _____

January 30, 2004

Los Angeles Pierce College Bulk Mailing Procedures

- A “Mail Approval Form” must be obtained from the mailroom.
- The “Mail Approval Form” should be submitted for approval to the mailroom at least 5 days prior to mailing in order to avoid delays.
- Number of items being mailed must be 200 or more of the same item
- Each item must weigh less than 3.5 ounces
- Bulk mail indicia (for a non-profit organization) must be either pre-printed on the mail or stamped with the rubber stamp. The sending organization must provide the labor in the event that the mail must be hand stamped.
- The postage equipment in the mailroom will seal the envelopes, thus saving time in sealing each letter.
- All bulk mail must be pre-sorted by zip code. Mailroom staff will place code stickers as necessary on the letters.
- Normally bulk mail received in the mail room requires 3-5 days processing. Also allow additional days for the post office deliveries.

Other things to note:

- The post office will only return the mail with the corrected address if the phrase “Return Service Requested” is imprinted beneath the address or postage line. Your department will be charged for each returned letter at the normal postage rate if you require return service requested.