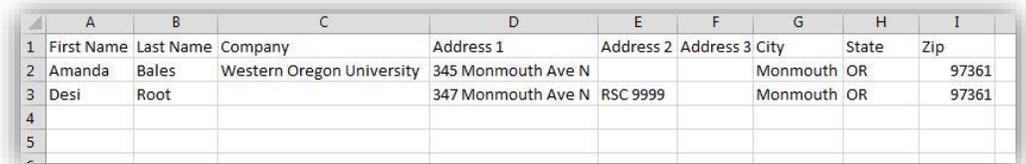


# Step 1: Prepare your list

All bulk mailings must be in typed form and an address list must be submitted in Excel or .csv format to Amanda in the Mailroom at [balesa@wou.edu](mailto:balesa@wou.edu). Mailings not accompanied by this list may be delayed.

All address lists **must** contain the following columns (at least):

- First Name
  - Last Name
  - Company
  - Address 1
  - Address 2
  - City
  - State
  - Zip Code
- (A combination First/Last Name column can be in place of these)



	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Company	Address 1	Address 2	Address 3	City	State	Zip
2	Amanda	Bales	Western Oregon University	345 Monmouth Ave N			Monmouth	OR	97361
3	Desi	Root		347 Monmouth Ave N	RSC 9999		Monmouth	OR	97361
4									
5									

Example!!!!

Your list may contain **more** columns than what I have shown above (such as Vnumber, Graduating Class, favorite ice cream flavor; whatever) but at least these columns must be populated; any missing or omitted information could result in delayed processing.

**IMPORTANT: Organize your populated list by the zip code. It is mandatory for bulk mailing to be organized by zip code- and it is faster to print the letters in order than to go back later and manually organize the mailing.**

# Step 2: Print your mailing

After populating the information, print your mailing. While not mandatory, it is recommended that you consult Printing Services at 88.431/ [print@wou.edu](mailto:print@wou.edu) prior to printing.

## Printing addresses

Whether you are printing on labels, directly on envelopes or on letterhead, be sure that you choose an easy to read font that is no less than a 12 pt. font and use black ink. Acceptable fonts include:

Century Gothic

Arial

Georgia

Times New Roman

Mistakes that could result in your mailing being delayed include:

1. Heavily *scripted*, *slanted* and **embellished** fonts
2. **Multicolored** ink
3. Difficult to read handwriting
4. Incorrect formatting

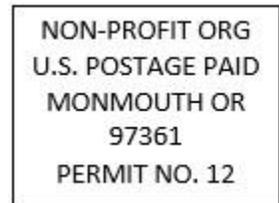
## Should I use an imprint or not?

Imprints can be used for any mailing, but are **required** for all postcard mailings and for any non-machinable letter mailings.

It is strongly encouraged that all mailings make use of the imprint for their mailings. Using an imprint mail looks clean and professional. The cost is withdrawn from WOU's account at the Post Office and charged to the indicated department. Imprint mailings should use the following imprint format:

These are  
permit imprints

NON-PROFIT ORG  
U.S. POSTAGE PAID  
MONMOUTH OR  
97361  
PERMIT NO. 12



## Step 3: Organize your mailing

If you haven't already, organize your mailing by the zip code in this way:

1. Pull out the letters with addresses that don't qualify for bulk mailing like **foreign addresses, military locations and US Territories**. These will be sent via first class mail.
2. Separate the **in state** addresses from the **out of state addresses**. Depending upon the size of the mailing, you may want to place them in separate boxes, or just rubber band them, but they must be clearly separated.
3. In the **out of state** part of the mailing, all that needs to be done is to **separate the different states**; nothing more intricate is required. All these letters will be placed in the same tray at the end of the mailing anyway, so as long as the states are placed together, arrangement requirements have been fulfilled.
4. Organizing the in state letters is a little more time consuming. All letters need to be **organized and separated by the first three numbers of the zip code**. For example:  
Rubber band all letters with zip codes starting with 970 together  
Rubber band all letters with zip codes starting with 971 together  
Rubber band all letters with zip codes starting with 972 together (and so on)

---

*I cannot stress how important the zip code is for bulk mailings! It is what your discount is based off of, so please do this ahead of time!!*

---

# Step 4: Finishing Touches

Once the mailing is organized by zip code, you're basically done. Just do a once through of your mailing to ensure:

1. All letters are facing the same way, and are right side up
2. No letters have special marks or notes (the mailing must be uniform)
3. There are no foreign, military or US territory addresses (these will be returned to you after they've gone through the system, causing a substantial delay)
4. Your index number is in plain sight to assure correct billing

Mailings may be taken to Mail Services in ITC 111 for processing, or a pick up may be scheduled by calling Mail Services at 88.383.

## **PLEASE NOTE:**

### **There is no guaranteed same day services for bulk mailings.**

The purpose of the discount is with the understanding that the mail is not given priority over first class mailings. They are, in fact, considered *third class* mailings. Exceptions may be considered depending upon the load of first class mail that we have in that day, but because no mailing date beyond "within 48 hours" can be given, **please plan accordingly.**