



Bulk Mailing Procedures

Lower Columbia College requires that all mailings over 200 identical pieces be sent as bulk mail rather than first class due to the considerable savings.

- Bulk mailings must consist of at least 200 pieces of identical material (the mailing address is the only difference between pieces)
- Bulk mailings must be sorted, bundled and placed in USPS trays prior to delivering to Campus Services – if you need trays, please notify mailroom staff
- Contact the office staff via email (ext. 2260) at least 2 days prior to submitting your mailing for processing.
- You must submit this completed form to Campus Services mailroom staff along with the bulk mail.
- Bulk mail must be delivered to Campus Services at least 2 business days before your proposed mailing date

Instructions

Sort mail pieces into the following 5 categories:

1st Sort	2nd Sort	3rd Sort	4th Sort	Last Sort
Longview	Kelso	First 3 digits of the ZIP code is 986	All Oregon	Other (not Oregon or 986)

Fill out the following information:

BULK MAILING COUNT SHEET

DATE To Be Mailed By :		<u>This form must accompany the mailing.</u>
OR		Office Use
DATE To Be Mailed On :		Weigh out 20 pieces in ozs. =
PROG :		Divide by 20 =
YOUR NAME:		Divide by 16 =
		Multiply by number of pieces for total Weight
TITLE OF MAILING:		Total Weight =

ZIP CODE	CITY	YOUR MANUAL COUNT	MAILROOM COUNT	METER READING
98632	LONGVIEW			
98626	KELSO			
	986-			
	OREGON			

	NOT 986 or Oregon			
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To be filled out by the mail room staff

0.208		
0.236		

Updated MS Nov. 2024

Special Instructions