

## Using the Bulk Mailing Permit

*Required by the Post Office:*

- The **bulk mail "Stamp", permit #16** needs to be in the right hand upper corner just like a stamp. You can print it on the envelope. If you are printing at Serlkay just let them know you are using our bulk permit and they can set it up for you. Or use labels and cut into "stamps". They are set up for the 30/sheet regular address labels. Since there are 2 per label we cut them in half so we get 60 per page. Put them on the envelope where the stamp would be. We have a template we can email to you.
- You need to have **200 or more pieces** of mail exactly the same (except for the "To").
- **Size** can be anywhere from postcard to magazine sized.

*When your mail is ready to go the Chamber will need to fill out a form for the post office.*

- The Chamber will need to **weigh 2** or more to make sure they are the same weight.
- We need to know the **exact number** to figure out the total cost and total weight.
- You will need a **check, cash, or debit card** to pay for the postage at the Post Office. They will not take credit card for bulk mail.
- Post office will only accept bulk mailings between **9am and 4pm**, Monday through Friday.

**Please contact the Chamber when you know approximately when you will be sending the bulk mail. We will get the form as ready as we can to speed up the process and make sure somebody is in the office.**