

Step 1: Making and Rubber Banding Bundles

A bundle of mail consists of at least 10 pieces of mail bundled together with a rubber band. You will place a color coded sticker on the top piece of mail in each bundle to show the type of bundle (these stickers are explained later). A bundle

3rd Class Bulk Mailing Instructions

To classify as a bulk mailing, there must be at least 200 pieces of mail or 50 pounds. All mail within the mailing must be uniform size and packaging.

Doing a bulk mailing is simply a matter of organizing your mail by zip code and trying to get enough individual pieces of mail to make a "bundle" and enough bundles to make a "sack". Do not worry about sacking at first - just start at the beginning, making bundles.

Before you start you should have:

1. Mailing labels printed from computer in zip code order.
2. A count on the number of labels printed (easiest to count before you peel them off and put them on the envelopes).
3. Stickers to identify the bundles (red, green, orange & white)
4. Rubber Bands (preferably the large/thick type).
5. Labels and sacks for taking the mail to the post-office.

Following these directions you will find:

1. A sample Form 3602 (the form that goes to the PO with the mailing).
2. A list of the DC Post Offices which accept bulk mailings.
2. The Post Office list "Unique Three-Digit Zip Code Prefix Offices".
4. The Post Office list "Sectional Center Facilities. . .".

If you have any questions, you may call headquarters for assistance. We do not profess to be experts, but we will try to help. If, however, your question is too involved for us to handle - The Post Office Bulk Mail Acceptance Unit can answer any of your questions. They can be reached at 636-2242.

Good Luck and Have Patience!

After you've bundled as many Green 3 bundles as possible (and you've already done all the Red D bundles) your remaining pieces of mail should be dwindling. So, now move onto the next type of sort - the Orange "S".

The Orange S only means that every piece of mail in this bundle goes to the same state (i.e. MD or VA). Remember, to be a bundle you must have 10 pieces or more of mail. Therefore, if you've done the Red D and the Green 3 bundles and you've got enough mail left going to the states of MD and VA (that is at least 10 pieces per state) you can bundle the MD mail with an Orange S and the VA mail with an Orange S. However, if there aren't at least 10 pieces going to each state, you cannot have separate Orange S bundles.