



BULK MAIL

1) Requirements to Use FCBR's Bulk Mail Permit Stamp

- You must have at least 200 identical pieces (identical in weight).
- Must be a FCBR member
- If you're a non-profit organization you need to fill out an application for approval before you can get the non-profit rate.

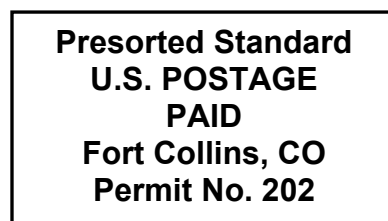
2) Holiday Mailings

- Members can send holiday cards using FCBR's bulk mail permit, however, they all need to be identical so there **CANNOT** be **ANY** personalized messages inside.

3) Procedure for Preparing your Bulk Mailing:

a. Stamp your pieces with our Bulk Mail Stamp

- Must have "Standard Presorted" stamp on the upper right-hand corner of piece.
- We can e-mail this document to you. Cut and paste the stamp below to incorporate into your document, or print directly onto labels or envelopes.



b. Determine whether your mailing is machinable or non-machinable

Machinable:

- Most letters will be machinable, including tri-folds, tabbed, glue striped, and open-ended pieces (with pieces of paper that are folded make sure the final fold is on the bottom so it doesn't tear in the machine). **NO STAPLES** or you will be charged the non-machinable rate.
- Postcards 4" x 6" or larger

Non-machinable:

- Less than .007" thick (a single sheet folded once)
- Bulky or rigid contents
- Poly-wrapped
- Clasped or button type closures
- A booklet with the spine on top
- Square pieces (length divided by height must be between 1.3 - 2.5)

c. Sort and count your pieces of mail

To prepare machinable letters:

- **Sort and order by zip codes** (Ex: 80521, 80522, 80523, 80524, 82001, etc.)
- Make sure that all pieces are in **numerical order** (i.e. 80521, 80522, 80631, 807xx, etc.).
- Count the number of pieces that are between 800xx and 807xx (includes 805), and the number that are between 814-816, and the number that are any other 3 digits within the state and out-of-state. Put these numbers on the form on the last page.
- Make sure each group is **neatly facing forward** with no sticky notes attached. It is not necessary to bundle them. (**Postcards do need to be rubber banded**)
- Contact FCBR for more information if you have a particularly large mailing, or a mailing that is **not** mostly local.
- Members are not restricted to sending standard envelopes and postcards using FCBR's bulk mail permit. Members can also send 9x12 envelopes. There is a higher cost than standard envelopes, but depending on the weight of the piece it is considerably less expensive than sending flats through the Post Office.
 - The catch to sending a flat is that it needs to be flexible in order for it to be machinable. For example, if you put a CD-ROM in the envelope it's no longer flexible so it would be considered non-machinable and would then cost more.
- Instructions for sending a flat:
 - Flats will need to be sorted and bundled (rubber bands need to go length-wise and width-wise) in four separate ways:
 - 5-digit – the pieces need to be sorted down to the 5-digit zip codes and there needs to be 125 to one specific zip code for it to be included in this sorting. They need to be bundled into groups of 15 or more of each 5-digit zip code. (i.e. 80521's, 80522's, etc.)
 - If you don't have 125 or more of a certain zip code you can include them in the 3-digit sorting
 - Put a post-it note on top of the stack (not each bundle, but the entire 5-digit stack) with a '5' on it
 - The cost for 5-digit flats is \$0.367 – a potential savings of \$103 for 200 pieces
 - 3-digit – the pieces that didn't fit into the 5-digit sorting need to be sorted down to the 3-digit zip codes and there needs to be 125 to one 3-digit code (i.e. 125 of 805's or 806's.) They need to be bundled into groups of 10 or more. (i.e. 805's, 804's, etc.)

- If you don't have 125 or more of a certain 3-digit zip code you can include them in the ADC sorting
- Put a post-it note on top of the stack (not each bundle, but the entire 3-digit stack) with a 3 on it
- The cost for 3-digit flats is \$0.464 – a potential savings of \$83 for 200 pieces
- ADC – these are leftover zip codes between 800-816. Bundle any zip codes that fall into this category together
 - Put a post-it note on top of the stack with an 'A' on it
 - The cost for ADC flats is \$0.509 – a potential savings of \$74 for 200 pieces
- Mixed ADC – these are any other zip codes that don't fit into the previous sorting as well as out-of-state zip codes
 - Put a post-it note on top of the stack with an 'X' on it
 - The cost for Mixed ADC flats is \$0.558 – a potential savings of \$64 for 200 pieces

To prepare non-machinable letters:

- Separate your mailing by zip codes (ex: 80521's are one group, 80525's are another group, etc.) count the number of pieces going to each zip code.
- If there are less than 10 pieces going to one zip code, group them together with other small groups going to the same 3-digit code (ex: 7 pieces going to 80030, 4 pieces going to 80011, 1 piece going to 80035 would make a group of 12 800xx)
- You may still have some pieces that can't make groups of ten. Separate those into CO zip codes and out-of-state zip codes. Again, count how many are in each group.
- Make sure that all are in numerical order
- Band each group with ¼ inch rubber bands. If the pack is thicker than an inch, double band the pack in an X (length-wise and width-wise)

4) Once your mailing is prepared

- You will need FCBR to complete the Bulk Mail form in order for you to submit to the post office along with your mailing and payment for postage. In order to complete the paperwork and calculate the postage, FCBR will need you to complete information found on the last page of these guidelines.
- You can fax this information to 970-223-2904.
- ***Please make sure that you submit your information several hours in advance of when you want to take your mailing to the post office.*** Otherwise there may not be enough time to complete it when you wanted, due to the unexpected nature of FCBR phone calls and walk-ins.
- Once the form is completed, FCBR can either fax it to you or you can pick it up at the FCBR Office, 110 W. Harvard.
- Take your mailing and the form to the Bulk Mail Office located at the **back of the Post Office on JFK and Boardwalk**. You need to take the 2nd left after Boardwalk (across from Savers). Parking is on the left side next to the dumpsters. Follow the painted yellow feet to the office. You will **pay the post office directly** for the postage. **They only**

accept checks and exact cash (they cannot make change for you). Their hours are 9:00 a.m.-4:00 p.m. so if you have a particularly large mailing that has to go out that same day and you don't want to wait there for hours **go around 10 or 11** when it isn't very busy.

- Please call Linda with FCBR at 970-223-2900 with any questions.

5. Potential Savings

- It depends on the size, weight, and where it is going (805 vs. non-805's), etc., but for a standard envelope going to a Fort Collins address the cost is 25.6 cents vs. 44 cents. That is a savings of 18.4 cents per piece! For a Non-Profit organization that rate is 15.5 cents vs. 44 cents. So you'd save 28.5 cents per piece.

6. Tips

- If at all possible, plan ahead to make your mailing machinable. It will make the process much easier.
- Contact FCBR to get the electronic version of the stamp so you can get it printed directly onto your mailing. This will save you a tremendous amount of time if you have a large mailing that needs to be stamped.
- To learn more about putting together your bulk mail call Donna and/or Mary at the Bulk Mail Office. Their number is 225-4152.

Required Information for FCBR to Complete the Bulk Mail Form (required by the post office):

1. **Name, address and phone number** of Member company:

2. **Contact person** for this mailing:

3. **Is your mailing Machinable** (standard letter, folded newsletter, flat envelope or postcard)?---If you are not sure, or if non-machinable, please describe the piece (size, weight, materials, etc.).

4. **If Machinable:** **Pieces going anywhere between 800xx to 807xx** _____

 Pieces going anywhere between 814xx to 816xx _____

 Pieces going to ALL other zip codes _____

5. **If Non-Machinable:** List the numbers going to each five digit zip code.

6. **Total Pieces:** _____

7. **Mailing Date:** _____

8. **Date and Time Needed:** _____

9. **Picking up form?** Yes or No.

10. **Fax Number** to fax form to you: _____

You may fax this to FCBR at 970-223-2904 or bring directly to the FCBR Office.

LETTER - SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE



Use this template to check:

- General Mailability: minimum required dimensions
- Postcards: maximum dimensions
- Letters: maximum dimensions
- Machinability: check aspect ratio

Machinable Sizes:

To meet machinable requirements, the tip of the upper-right corner of the mailpiece must touch this shaded area and meet the thickness standards (check for maximum thickness by passing the piece through the slot below). Mailpieces more than 4 - 1/4" high or 6" long must be at least .009" thick to be machinable.

Maximum postcard dimensions: 4 - 1/4" high, 6" long, .016" thick

Minimum mailable dimensions for pieces 1/4" thick or less:
3 - 1/2" high, 5" long, .007" thick

1/4"
Maximum
Thickness

To measure smaller thicknesses noted on this template, use a micrometer or consult a Postal Mailpiece Design Analyst (MDA).

Aspect ratio (length divided by height) must be between 1.3 and 2.5 inclusive. First-Class Mail and Standard Mail letters that are within the dimensions of this template, but not within aspect ratio, are nonmachinable.

To use this template, place lower-left corner of mailpiece here. See examples on reverse.

5" - Minimum Mailpiece Length

6" - Maximum Postcard Length

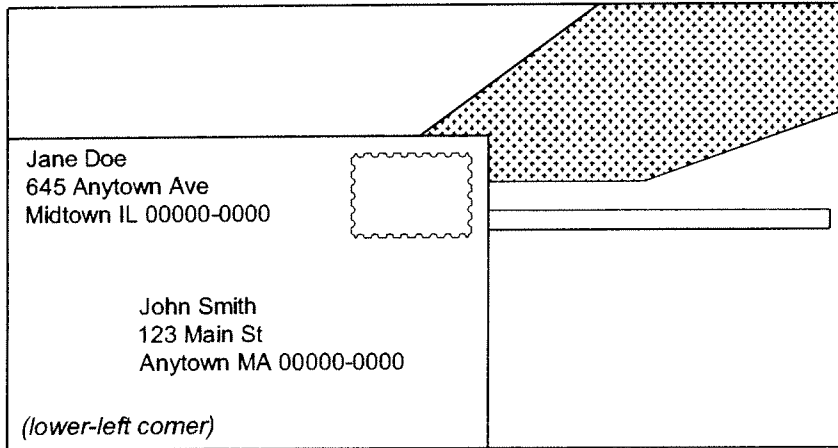
11 - 1/2" - Maximum Letter Length

Notice 3-A, May 2007
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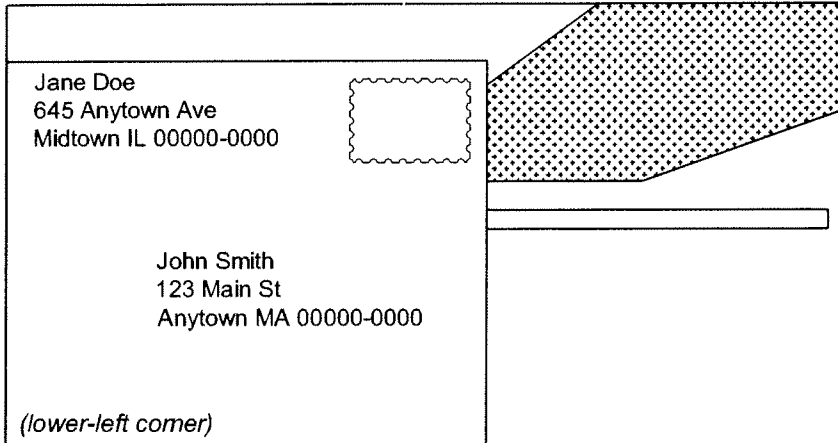
1050251 Rev G

PROCEDURES FOR USING THIS TEMPLATE

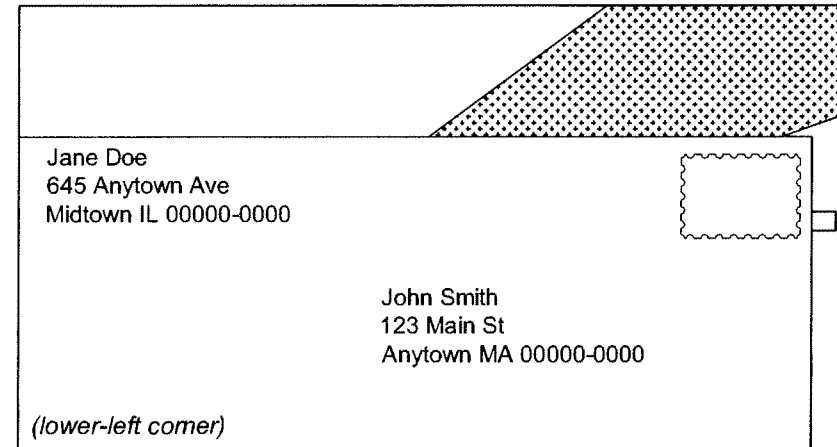
1. Align the mailpiece in the area where noted on the front of this template, with the delivery add parallel to the bottom edge as shown in the examples.
2. Check mailability: For a mailpiece that is 1/4" thick or less, if the upper-right corner of the mailpiece does not touch or extend past BOTH dotted lines for minimum mailpiece height and minimum mailpiece length, the mailpiece is nonmailable. Exception: A key or identification device has only the minimum thickness requirement of .007". A postcard exceeding either the maximum height or maximum postcard length will be subject to the appropriate letter-size rate.
3. Check machinable size: If the mailpiece meets the minimum size for mailability, but the upper corner extends outside the shaded area of the template, the mailpiece may be mailed, but is nonmachinable. Higher rates apply to nonmachinable pieces.
4. Check thickness: If the mailpiece is thicker than 1/4 inch, it cannot be mailed at letter-size rate.



Within Aspect Ratio



Not Within Aspect Ratio



Not Within Aspect Ratio

**Presorted Standard
U.S. POSTAGE
PAID
Fort Collins, CO
Permit No. 202**

**Presorted Standard
U.S. POSTAGE
PAID
Fort Collins, CO
Permit No. 202**