

## Non-Profit Standard Bulk Mail Directions

### USPS Non-Profit Standard Bulk Mail Requirements:

- Mailing of 200 pieces or more.
- Contents in envelopes are identical.
- Contents must be informational only, no solicitations.
- Envelopes must be sealed and stamped with Permit 13 Non-Profit postage.
- 'Address Service Requested' must be printed below the Return Address.
- Bulk Mail must be sent in mailing trays, no tubs.
- Bulk Mail must be approved and signed off by the Site Secretary.

### Please Note:

- To order or ask questions regarding Mail Trays, please call (760) 291-3040 or email at [bcrawford@euhsd.org](mailto:bcrawford@euhsd.org)
- Bulk Mail does not need to be sorted by Zip Code or bundled in rubber-bands.
- Mailers that do not meet the USPS requirements will be rejected and returned.
- Mailers will be delivered to USPS on Tuesdays and Thursdays only.

**Please note:** Use either the [Non-Profit USPS Marketing Mail Form](#) (PDF) or select bulk mail option [Printshop Storefront](#) from the [Printshop](#) store.