

# ESCONDIDO UNION HIGH SCHOOL DISTRICT

## Permit 13 Bulk Mail Form

### U.S. Postal Service Requirements:

- Minimum of 200 mail pieces.
- Contents in envelopes must be 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 the following:

- Mail trays can be ordered and questions answered by calling 760-291-3040 or by 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 post office on Tuesdays and Thursdays only.

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### Please complete the following:

Sender: \_\_\_\_\_

Site: \_\_\_\_\_

Department: \_\_\_\_\_

Program/Purpose: \_\_\_\_\_

Charge to account # \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Total number of mail pieces: \_\_\_\_\_

POST OFFICE USE ONLY

Total dollar amount: \_\_\_\_\_