

# Mailing 200 pieces or more? Go BULK mail!

Bulk rate (nonprofit rate) mailing is **FREE** to your school, and generally travels through the postal system as fast as first-class mail. Schools are **strongly encouraged** to use bulk (nonprofit) mail whenever possible.

## **FOLLOW THESE STEPS TO PREPARE YOUR BULK MAIL, AND LEAVE THE REST TO US.**

### **Preprinted envelopes**

- EITHER request envelopes with your school's information and the bulk rate postage mark (indicia) through [EGPS](#). (Note: a postage stamp can be placed over the top of an indicia imprint so that you can also use the preprinted envelopes for regular mail.)
- OR, print the indicia, cut it out, and paste it to your envelope

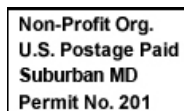
### **Requirements for Bulk Rate:**

- Mailing must contain 200 pieces or more.
- Mailing pieces must be identical. You may vary some text on first page (e.g., "Dear Grade 6 Parent," "Dear Grade 7 Parent," etc.).
- All pieces must be the same size and weight. (Maximum weight per piece is 15.9 ounces and the size must be 3-1/2 x 5 inches or larger.)
- Pieces must be "postcard thickness" or thicker (.007 inches or thicker).
- **Indicia (postage mark) for SUBURBAN MD must be printed on the envelope.** (See Figure 1 below.)
- **Envelopes must be sealed.** Folded paper mail pieces must be closed with sticky tabs (warehouse item #0721380) or tape, and placed as shown in Figure 2. **Do Not Use Staples.**

### **Addressing:**

- MCPS is the permit holder, so the MCPS name must appear with your school name and address in the return address position.
- The mailing address must be placed to the RIGHT of CENTER.
- Each piece must have the indicia in the upper right-hand corner.

### **Figure 1. Permit Imprint (Indicia)**



Indicia must be large enough to read easily (approx. 1 inch tall) Download sample at:  
<https://www.montgomeryschoolsmd.org/departments/materials/move-deliver/mail.aspx>

Figure 2. Folded paper mailing

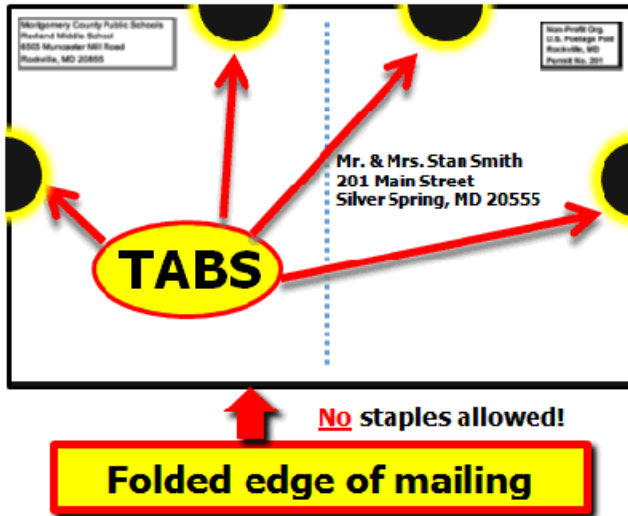
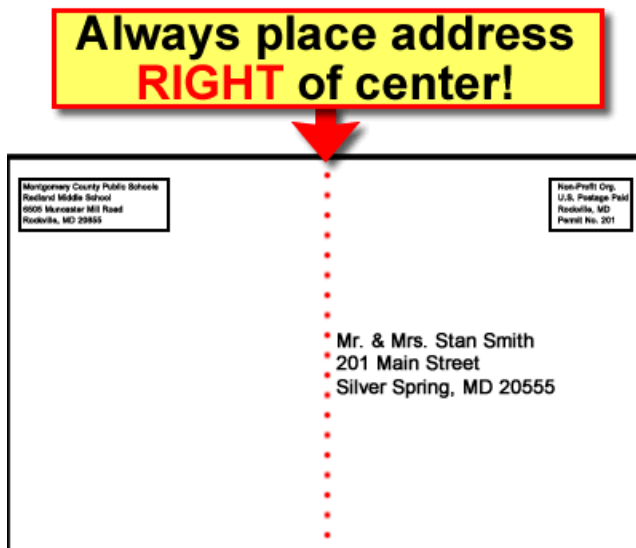


Figure 3. Address Position



Non-profit Org. U.S. Postage Paid Suburban, MD Permit No. 201

Questions? Visit <https://www.montgomeryschoolsmd.org/departments/materials/move-deliver/mail.aspx> or contact Ron Parrott, Jr., Mailroom Supervisor at 301-517-8295 or 301-279-3149.

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