BULK MAIL QUICK CHECK

1. Make sure you have the most recent form. For standard bulk (mailings that are not specific to the addressee alone), use PS Form 3602-NZ dated May 2015 or later. For First Class Bulk (mailings that have information specific to the addressee), use PS Form 3600-EZ dated May 2015 or later.

2. Check the bulk mail stamp on your mailer or envelope to ensure it is properly stamped. First class bulk must have the first class bulk stamp. Standard bulk must have the nonprofit org. stamp. Our bulk permit #259 and "Return Service Requested" must also be printed on the mailpiece.

3. If the mailing is not in an envelope, make sure the fold is at the bottom and there are no exposed staples. You will also need to use either mailing seals (Office Depot #283271) or tape to close the top and right side of the mailing.

4. **SORT** and separate the bulk mail by zip code. Separate 95901, 95961, all others that begin with 959 together, and all those that are outside the 959 zip together. There is no need to sort beyond these 4 groups.

5. Remember to count the number of pieces and enter the count on your form.

6. Make sure that all bulk mail has the return address of MJUSD 1919 B St. Marysville, CA 95901. Your school name may appear above the return address.

Following this quick check should help to ensure that all bulk mailing be handled correctly from your site to the District Office to the Post Office.

For questions about the U.S. and Bulk Mail, refer to your Memo dated July 30, 2015 or call Purchasing at 749-6130 or 749-6110.