

Bulk Mailing – General Instructions

1. Your bulk mailing should be delivered to the Andrews Post Office a minimum of 4 weeks before the required date of delivery.
 - a. Bulk mail is the least expensive way to deliver printed information, but it is also the slowest way.
 - b. Typically bulk mail leaves the Andrews Post Office within a week of receipt; however, this is not guaranteed and varies based on total work volume at time of receipt.
 - c. Mailing classes are processed in this order: Express, Priority, First Class, Ground, Media, Bulk.
 - d. Bulk mailings are processed in the order they are received. Many departments plan end-of-year mailings. Planning ahead to get your mailing to the Post Office will help it be processed sooner.
 - e. Bulk mailings will be sent out as soon as they are processed unless you have a target delivery date in which case we can hold your mailing and send it out 1 week prior to the target date.
2. A bulk mailing must contain at least 200 pieces (or 50 pounds) of domestic (US) mail.
3. As of 21 January 2024, the bulk mail rate is \$0.234 per letter piece for 3.5 oz or less.
4. Each piece of mail must be identical in contents and weight. Further, no personal notes, postscripts, etc. are to be included.
5. “Andrews University” in the return address is required in addition to the Department/Office name sending the mailing.
6. “Address Service Requested” must be printed below the return address on each piece being sent. This is a service we pay for so should certainly take advantage of. It allows the mail piece to be returned if it cannot be delivered so that the address list can be updated for future use.
7. Address Verification through NCOA (National Change of Address). There are two options to accomplish this:
 - a. Use only addresses obtained from the Office of Alumni Services.
 - b. Contact Marana Group to have your address list checked.

Haley Meeker
269-488-9234 / 800-653-3121
hmeeker@maranagroup.com
8. All pieces are to be printed/placed in zip-code order using the NCOA verified address list. After editing your address list based on the NCOA report, please resort your list into zip-code order before printing. Your mailing is to be delivered to the Andrews Post Office in zip-code order.
9. We will gladly furnish you with trays or tubs prior to working on your mailing if you let us know what quantity you need. This helps you keep them in order which helps us process them more efficiently when we receive them. Please also number the finished trays so we know where to start.
10. Following the steps above will help get your mailing to its intended destination quicker.