



Procedures for NONPROFIT BULK MAIL

Beginning July 1, 2015, all mailings utilizing the discounted Nonprofit Bulk Mail permit maintained by the District should be **presented directly to Printing Services**, so we may ensure you're getting the lowest cost from the USPS.

Bulk 'Letters' or postcards up to 3 oz. in weight will be metered by Printing Services in-house at a much lower cost than normal 1st Class metered rates (currently as low as \$0.185 per letter).

Strict USPS rules govern whether or not a mail piece qualifies for Bulk rates, so be sure to consult with Printing Services **before** planning and/or preparing your mailing.

- Delivery time frame for Nonprofit mail can be from 7-21 days (be sure to take this into account for your mailing)
- USPS will not forward or return Nonprofit mail, and will not replace or return damaged mail pieces

Acceptable Content

- Content of all pieces must be identical and generic to the recipients
- Pieces cannot contain personalized information (i.e. student grade cards, test results, etc.)

Acceptable Dimensions

- Envelope must adhere to the minimum and maximum dimensions for a Letter (see below)
- Weight cannot exceed 3 ounces for the Letter designation
- Pieces over 3 ounces or outside of the acceptable dimensions will be processed at a higher rate

Letter Dimensions			
	Length	Minimum 5 inches	Maximum 11-1/2 inches
	Height	Minimum 3-1/2 inches	Maximum 6-1/8 inches
	Thickness	Minimum 0.007 inch	Maximum 1/4 inch
	Note: Postcard minimum dimension is 3.5x5 inches. Postcards cannot be slick, glossy paper, and must maintain barcode clear zone.		

Mail piece Address Standards

- No handwriting allowed - both return address & delivery address must be printed
- Return address must conform to the standard assigned to the District (see below)

Blue Valley Unified School District
Blue Valley High School
15020 Metcalf Avenue
Overland Park, KS 66223-2200

Line 1 - Blue Valley Unified School District

Line 2 - Your School Name

Lines 3 & 4 - D.O. Address
15020 Metcalf Avenue
Overland Park, KS 66223-2200

No Handwritten Addresses

Only printed labels or printed envelopes are accepted.

To the Parents of
Jane Doe
7500 W. 149th Terrace
Overland Park, KS 66223

5/8" ↑

← 4-3/4"

Barcode Clear Zone