

Bulk Mailing Policy



- 1) Mailing **must** be Given to the Chamber Office at least 1 week prior to the date you would like it to be mailed.
- 2) **Advance Payment Required**
You must pay for the mailing *before* we can send anything out.
- 3) **Postage Stamp Provided**
The Chamber will give you a special bulk mail stamp that must go in the top-right corner of every piece of mail.
- 4) **Sorting Instructions**
 - Sort all mail by zip code.
 - Put all pieces with zip codes starting with **434, 435, or 436** in **one tray**.
 - Put all other zip codes in a **separate tray**.
 - All mail must be the **same size**, clearly stamped, and sealed **before** bringing it to the Chamber office.
- 5) **Processing and Delivery**
 - The Chamber will handle the paperwork, weigh your mail, and prepare it for USPS.
 - Once full payment is received, your mail will be taken to the post office.
 - **Important:** The post office will not accept bulk mail after **2:00 PM**.
- 6) **Pricing**
 - \$20 for the first 200 pieces.
 - \$0.05 for each piece over 200.
 - Plus, actual USPS postage fees.
- 7) **Returned Mail Fees**
 - You are responsible for any extra charges from the USPS for mail that gets returned.
 - Make sure all addresses are correct.
 - Returned mail can cost twice as much as regular mail.

Total Number of Pieces: _____

Total Number of Pieces with Zip Codes Starting 434, 435, or 436: _____

Date to be mailed: _____