



4650 Lake Forest Drive
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Classes of Mail

Bulk Mail

A.K.A Presorted Standard Mail, 3rd Class Mail or Regular Standard Mail (A or B).
Minimum 200 pieces needed to qualify for a mailing.
Requires 3-10 days for delivery.

Advantages: lower rates
Disadvantages: less timely delivery

Invoices/bills, checks, account statements, etc. cannot be mailed at bulk rate discounts.

Presorted First Class Mail

Minimum 500 pieces needed to qualify for a mailing
Requires 2-3 days for delivery
Advantages: lower rate than First Class Mail, yet same or better delivery time.

First Class Mail

No minimum piece count for mailing
Requires 2-3 days for delivery
Advantages: timely delivery
Disadvantages: higher rates (full postage)

Non Profit Mail

Minimum 200 pieces needed to qualify for a mailing.
Mailer must meet USPS standards for nonprofit organization status.
Requires 3-10 days for delivery
Advantages: lowest rate
Disadvantages: less timely delivery (same as Bulk Mail) .

Other

Mailable matter that weighs 1 lb. or more (maximum 70 lbs.) and meets certain other specifications.

Parcel Post
Special Standard Mail / Media Mail

Bound Printed Matter
Library Mail



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Automation vs. Non-Automation

Benefits of Automation

These items apply to mail preparation and the USPS

- Fewer handlings
- Timely processing
- Timely delivery
- Less sortation time
- Lower postage rates

Disadvantages of Automation

Items need to have automation marking and bar codes applied to the piece when it is addressed or personalized. Some clients object to this on aesthetic grounds. However, the USPS will apply a bar code before it has reached it's destination if there isn't one in the original address.

Postage Methods

- Stamps
- Pre-cancelled stamps
- Postage meter imprint
- Printed indicia / permit

Addressing for Automation Discounts

Address only in the lower 2/3rds of the piece.

There must be at least a 1/8th inch clearance around the eleven digit barcode.

Bar coding must be clear and readable for the USPS machines.