BULK MAIL PROCEDURE

First Class Pre-Sort

500 piece minimum

*IMPORTANT CHANGE: Only MAILINGS with a permit imprint will be processed by the Warehouse. This will help us provide better service to the schools.

Request Duplications to print the First Class Permit number, 4140 in upper right hand corner.

Use the First Class Pre-Sort on mailings of **500** or more pieces that **MUST** go First Class. The First Class Pre-Sort will be given the same priority as First Class at a cost saving rate.

**Information Technology** is capable of printing any large mailing (Report Cards, Progress Reports, or Labels) in Zip Code sequence. A request for Zip Code sequence is made at the time the work order is created. This will ease your task of separating large mailings by Zip Code.

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**Sample – First Class Pre-Sort**

Site Name  
Address  
City, State  Zip Code

**PRESORTED**  
FIRST CLASS MAIL  
U.S. POSTAGE PAID  
PERMIT #4140  
SANTA ANA, CA

Your Label with:  
Name  
Address  
City, State  Zip Code

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**Mail Center Information Form** must be completed with all the required information listed below:

1. School/Department name and contact person.
2. Full 14-digit account number.
3. Total pieces (**500** pieces minimum).
4. Telephone number.
5. Type of mailing.

**Basic Requirements to Qualify**

1. Mail must be separated by Zip Code. (Each piece must have a Zip Code.)
2. Minimum 500 pieces per mailing.
3. All pieces **MUST BE THE SAME SIZE AND WEIGHT.**
4. Mail must be facing in the same direction.
5. A return address **must** be in the upper left hand corner.
6. The flaps must be **up** or the envelopes sealed.
7. No staples in the mailing.
8. Address label is to be centered, and the upper right corner left blank for metering.

(Only if mailing is not a single or tri-fold sheet.)

The Warehouse will be of assistance to answer any questions regarding the First Class Pre-Sort option. Please call Larry Ponce or Jack Gomez at 424-5075 with any questions.

6/03