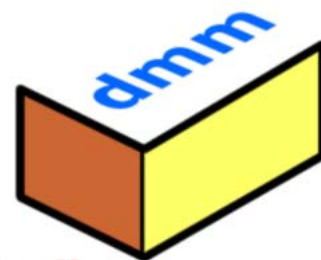


Department of

Materials Management



--"We Provide"

Bulk Mail

Every school receives two free bulk mailings per year. Additional bulk mailings must be accompanied by a check addressed to MCPS. Contact the mailroom (301-279-3149) to find out the current rate. Because of the lower postal rate, bulk mail is not given preferential delivery by the postal service.

Acceptable

- Non-personal message
- First page different but remaining message identical. For example, one bulk mail can contain:

Dear Kindergarten Parent followed by same information

Dear Sixth Grade Parent followed by same information

Not Acceptable

- Personal message or information. For example:
 Dear John
 Dear Mrs. Smith
 Your class time will be _____
- International Mail

Size

- All pieces must be identical in size and weight
- Maximum weight/piece = 15.9 ounces
- Minimum size/piece = 3½ x 5 inches
- Minimum thickness/piece = .007 inches
- Minimum pieces/ mailing = 200 pieces
- Do not need to use envelope. Can be sent without being placed in an envelope if these guidelines are followed:
 1. Imprint on outside sheet in upper right hand corner:
 Non-Profit Org.
 U.S. Postage Paid
 Rockville, MD
 Permit No. 201
 2. Single or multiple sheet mailing is folded in half with sticky tab (Warehouse # 0721380) to seal (Single sheet use two tabs; multiple sheets—use one tab.)
 3. No staples are allowed.