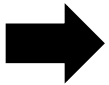


Step 1: Prepare your list

All bulk mailings must be in typed form and an address list must be submitted in Excel or .csv format to Amanda in the Mailroom at balesa@wou.edu . Mailings not accompanied by this list may be delayed.

All address lists **must** contain the following columns (at least):

- First Name
- Last Name
- Company
- Address 1
- Address 2
- City
- State
- Zip Code



IMPORTANT: Organize your populated list by the zip code before printing. It is mandatory for bulk mailing to be organized by zip code- and it is faster to print the letters in order than to go back later and manually organize the mailing.

Step 2: Print your mailing

After populating the information, print your mailing. While not mandatory, it is recommended that you consult Printing Services at 88.431/ print@wou.edu prior to printing.

Printing addresses

Whether you are printing on labels, directly on envelopes or on letterhead, be sure that you choose an easy to read font that is no less than a 12 pt. font and use black ink.

Do not use *Swirly*, *slanted* or *handwriting* fonts, **Multicolored** ink or incorrect/inconsistent address formatting.

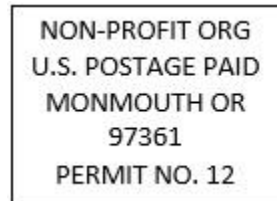
Should I use an imprint or not?

Imprints can be used for any mailing, but are **required** for all postcard mailings and for any non-machinable letter mailings. Imprint mailings should use the following imprint format:

These are
permit imprints



NON-PROFIT ORG
U.S. POSTAGE PAID
MONMOUTH OR
97361
PERMIT NO. 12



Step 3: Organize your mailing

If you haven't already, organize your mailing by the zip code in this way:

1. Pull out letters with **foreign addresses, military locations and US Territories**. These will be sent via first class mail.
2. Separate the **in state** addresses from the **out of state addresses**.
3. For the **out of state** part of the mailing, **separate the different states** by rubber banding and place in a tub or tray separate from the Oregon letters.
4. All Oregon letters need to be **organized and separated by the first three numbers of the zip code**. If they are not organized by the first three, they will not qualify for anything other than a basic discount. The more organization you do, the larger the discount.

Mailings may be taken to Mail Services in ITC 111 for processing, or a pick up may be scheduled by calling Mail Services at 88.383.

PLEASE NOTE:

There is no guaranteed same day services for bulk mailings.

The purpose of the discount is with the understanding that the mail is not given priority over first class mailings. They are, in fact, considered *third class* mailings. Exceptions may be considered depending upon the load of first class mail that we have in that day, but because no mailing date beyond "within 48 hours" can be given, **please plan accordingly.**