

**BULK MAIL** - (USPS) defines bulk mail broadly as "quantities of mail prepared for mailing at reduced postage rates." Bulk Mail is treated as third class mail, the USPS has up to 10 days to deliver bulk mail, but it usually takes between 3-7 days.

Bulk mail cost per envelope – 15 cents

First Class Mail cost per envelope - 44 cents

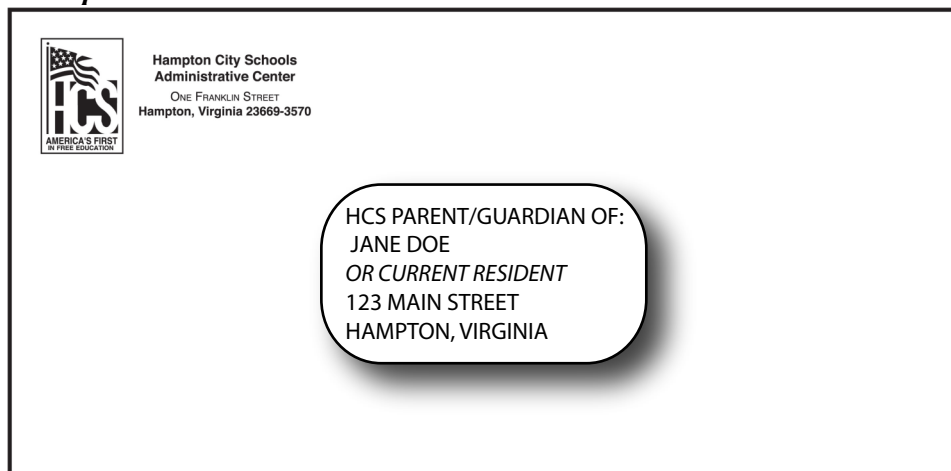
### **BULK MAIL PROCEDURES**

1. 200 pieces (or 50 pounds of mail) or more
2. Must use Hampton City Schools, 1 Franklin Street Envelopes **ONLY**
3. Mailing Address should **ALWAYS** contain the phrase “Or Current Resident”.
4. Mail should be generic and not contain any sensitive or student specific information.

#### **To use SIS to generate your labels**

- From the SIS window  
choose **REPORTS** from there  
choose the **FORMS** pull down menu  
select **MAILING LABELS FOR BULK MAILING**
- Next, from **REPORTS LAYOUT** pull down menu choose **MAILING LABELS FOR BULK MAILING**

#### *Example:*



#### **Examples of qualifying “BULK MAIL” include...**

- Supply lists
- School flyers
- Generic letter to parents

#### **Examples of non-qualifying “BULK MAIL” include...**

- Report cards
- Student specific letters
- SOL scores

***The Printing & Records Department is not responsible for mailing a school’s First Class Mail, unless, it is Report Cards, Standardized Testing Scores, or a mailing that has been pre- approved by the Coordinator of Printing & Records.***

***If you have a question concerning “Bulk Mail” please do not hesitate to call the Printing & Records Department at 727-2230 or 2080.***