Bulk Mailing Instructions

1. It takes 7 – 10 days for delivery
2. Do not use glossy cards or envelopes because it smears the postage
3. Minimum of 200 pieces, has to be the same size and weight, nothing personally addressed
4. 2 options for the Address label:

Have to have "OR CURRENT RESIDENT" under the person's name (if it is undeliverable, it will not be sent back to the sender), see example page

Or

Have to have "RETURN SERVICE REQUESTED" below our return address (if it is undeliverable, it will be sent back to the sender, with a cost), see example page

5. Have to have the "Non-profit, Permit No. 116" stamp imprinted on your mailings, see example page
6. Sort by the zip codes. One pile with zip codes 945xx-948xx (minimum of 150 pieces) and the other will be a mixed pile
7. Count the number of envelopes/cards in each pile and write the total in pencil on the top of one of the envelope/card

LAS POSITAS
C O L L E G E

3000 Campus Hill Drive,
Livermore, CA 94551

JOHN DOE
3000 CAMPUS HILL DR
LIVERMORE, CA 94551

→ IF THIS IS IMPRINTED ON THE MAILING
AND IT IS NOT DELIVERABLE, IT WILL BE SENT
BACK TO THE SENDER.

LAS POSITAS
C O L L E G E

3000 Campus Hill Drive,
Livermore, CA 94551

JOHN DOE
OR CURRENT RESIDENT
3000 CAMPUS HILL DR
LIVERMORE, CA 94551

→ IF IT IS ADDRESSED IN THIS WAY AND IT IS NOT
DELIVERABLE, IT WILL NOT BE SENT BACK
TO THE SENDER.