



BULK MAIL REQUEST FORM

Print Name: _____

Date: _____

Department Name: _____ *TOTAL AMOUNT OF PIECES (min. 200) _____

Approved by: _____
Name of Department Dean or VP

_____ Date: _____
Signature (required)

PROCEDURE

- Bulk mail requires **200** or more pieces of the same thing in your Bulk mailing.
- Bulk mail **MUST** be in envelopes with the permit number printed on them. Each department is responsible for ordering these pre-printed envelopes. Envelopes can be ordered from the warehouse catalog or by emailing the Warehouse at: warehouse@avc.edu. Below is an example of what the envelope will look like:



- All mailing must be in zip code order beginning from smallest to largest. Miscellaneous pieces that do not fit with the rest can go in a separate tray in zip code order.
- It is imperative that you give a count of how many pieces begin with **935** and place them in numerical order. Anything that is not **935** will need to be counted and can be put in a separate tray in numerical order by zip code.
- Sorting must be done by the department before being delivered to mailroom. *Trays are available in the mailroom.*
- Bulk mail request form **MUST** be signed by your Department Dean or VP. Mailroom cannot accept without signature.
- Once completed, provide the mailing tray(s) with this approved form to one of the Mailroom/Duplication Technicians to process your request.

For more information on types of Bulk Mail, see our webpage:
<https://www.avc.edu/administration/busserv/mailroomduplication/BulkMail>

For any questions, please contact the Mailroom/Duplication Center at
ext. 6067 or 6870 or email copycenter@avc.edu