

## Mail Addressing Service (200 or More Pieces) Directions

The mailroom provides addressing service for DOMESTIC letters, flats or postcards of 200 or more **identical pieces** of 1<sup>st</sup> Class or Non-Profit Mail.

**Instructions:**

1. Create the address list as an EXCEL Spreadsheet Format with a maximum of 5 lines per address.
2. Review the list for duplicates, erroneous or incomplete address. Make corrections as needed.
3. Add your name and address to the list and send one mailing to yourself so you will have a general idea of when the mailing is delivered.
4. Remove any international addresses. Address international mail separately and give it to the mailroom to send via airmail.
5. Email the address list to our mail processor at [mguido@mailroomsystems.com](mailto:mguido@mailroomsystems.com) and cc [kheimbach@mailroomsystems.com](mailto:kheimbach@mailroomsystems.com)
6. Reference your department name and the number of pieces in your email. The mail processor will reply to your email and confirm receipt of the spreadsheet. If you have any questions about the mailing please call Mike Guido at (610) 236-9100.
7. Please give a copy of the below completed form to the mailroom with your mailing.
8. If the mailing is up to 5 documents in a number 10 envelope bring the inserts and envelopes to the mailroom to be automatically folded and inserted. Note, one of the inserts can be a number 9 envelope. Please include two samples of the documents folded and inserted in the envelope. If the mailing is in flats insert the documents in unaddressed envelopes and leave the envelope flaps up.
9. The mail house will verify all addresses are correct. Incorrect zip codes will be corrected. Bad address will be returned to you.
10. The mail house will electronically, sort, print and barcode the addresses on your mailing.

**Advantages of using this service:**

**Disadvantages of using this service:**

Reduce your time to prepare a mailing.	
Shorter time for the Post Office to deliver the mailing because addresses are printed in the correct position and bar coded	
Eliminate undeliverable mail that was returned because of incorrect addresses, the address label was off center or a portion of the address did not print on the label	
There is NO COST to your department.	
Send the mailing at the Non-Profit Rate instead of 1st Class and reduce the University's mailing expenses by approximately 50%.	Non-Profit mail generally takes an additional 2 to 3 days for delivery, but in very rare situations could take an additional 2 weeks. Where possible, please plan ahead and send mail at the Non-Profit Rate

**Other Services (Folding and Inserting with a Two Way Match, Letter to Envelope):**

The mail house can also process matching mailing where the address on the envelope must match the address on the insert. Please see David Hardy with a sample of the job and the estimated quantity for additional information. Your department will be billed for this service for First Class Mailings. The service is provided at no charge for Non-Profit mailings.

If you have any questions please stop by the mailroom and talk to David Hardy.

### Large Mailing Order Form

<b>Name of the Address File e-mailed to</b> <a href="mailto:mguido@mailroomsystems.com">mguido@mailroomsystems.com</a>	
<b>USP Contact Name:</b>	
<b>USP Contact Phone No.:</b>	
<b>Number of Pieces:</b>	
<b>Type of Mail Service:</b>	<input type="checkbox"/> <b>First Class</b> <input type="checkbox"/> <b>Non-Profit</b>
<b>Additional Comments:</b>	

