

BULK MAILING PROCEDURE

(Check with your local post office for newest form)

Fill out the front of Form 3602-N:

(Statement of Mailing with Permit Imprints):

General Information:

Permit Holder's Name and Address

Telephone

Post Office Mailing Location

Permit Number

Mailing Date

Total Pieces

Postage Computation:

Bundle all same zip codes, if ten or more in bundle, rubberband and place a "**D**" sticker on the first one in the bundle.

Bundle those with the first three digits of the zip code the same, if ten or more, rubberband and place a "**3**" sticker on the first one in the bundle.

The total number of pieces in the above bundles goes in number 1. **3/5 –Letter** and is multiplied across.

Any remaining pieces, that did not fit in a bundle, will be entered in number 2. **Basic – Letter** and multiplied across.

The above are totaled and entered in **Total Postage**.

The total number of pieces in the 3/5 letter and the Basic letter on the form should be entered in the **Total Pieces in Mailing** above in general information.

Certification:

Sign and date in the Certification Section.

Make a copy for the file. Take original along with check and mailing pieces to the post office.

(Minimum of 200-225 pieces to use bulk mailing permit.)

Always check with your local post office for most current form.