

# Mail Services

## FORM FOR ACCEPTING NON-PROFIT (BULK) MAILINGS



1. Date:	2. Department Name:	3. Route:	
4. Contact Name:	5. Phone:	6. Account Number:	7. Number of pieces:

8. Description of mailing

All mailings must have a valid UTMB return address:

NAME OF INDIVIDUAL (optional)  
 DEPARTMENT - ROUTE  
 THE UNIVERSITY OF TEXAS MEDICAL BRANCH  
 STREET ADDRESS  
 CITY STATE ZIP + 4

Example of Return Address, upper left corner:

MICHELLE R. SMITH  
 MAIL SERVICES - 0102  
 THE UNIVERSITY OF TEXAS MEDICAL BRANCH  
 301 UNIVERSITY BLVD  
 GALVESTON TX 77555-0102

JOHN DOE  
 1234 ANYWHERE ST.  
 HOUSTON TX 77539-0654

Requirements for nonprofit bulk mail:

- must consist of at least 200 or more identical pieces;
- all pieces must be uniform in size;
- all pieces must be sealed;
- all pieces must be mailed out at the same time;
- each piece must weigh less than 16 ounces and be at least .007" thick (Mail pieces over 4 1/4" by 6" in size must be at least .009" thick.); and
- mail pieces must be presented to Mail Operations in ascending ZIP Code order, e.g., 77550, 77551, 77552, 77553, 77554, etc.;
- all non-profit standard A mailing guidelines must be met