

## BSU MAIL ROOM POSTAGE-SAVING TIPS

10/5/09

If you take time to plan ahead for your mailing needs, you can save substantial postage costs and stretch your university budget a little further. Here are suggestions and information from the BSU Mail Room:

1. Plan ahead so letters and packages don't have to be sent by an overnight method. Any overnight method is very expensive and should be avoided except in rare emergencies.
2. Plan ahead and work with the Mail Room to utilize "Bulk Rate" and "1st Class Presort" methods for large mailings. Below is information on those methods that may surprise you.

### "BULK RATE"

- \* You can save 27 cents per letter utilizing Bulk Rate mailings.
- \* Delivery time (if barcoded) is next day to the Bemidji zip code and three days to the region.
- \* The pieces of a bulk mailing no longer need to be identical in content, but they must be identical in weight.
- \* The minimum amount for a bulk mailing is 200 pieces or 50 pounds. If you are a little short of 200 pieces or short of 50 pounds, you can send a few pieces to your own department to reach the minimum amount and still see substantial savings.
- \* By submitting your computerized mailing list to Dan Sorsoleil in the Mail Room, it can be run through barcoding software that prints each address on a label with a barcode and the mailing permit (eliminating the need to stamp the permit in the upper right-hand corner of the envelope).
- \* The barcoding software will also eliminate bad addresses so you won't waste postage on mail that is undeliverable.
- \* We now have new software that not only sorts out bad addresses, it also gives us the last known address so you can fix your list and mail to everyone intended.
- \* The barcoding software prints all labels in zip code order, with tray breaks indicated, so no manual sorting is required--just apply labels and keep the mail pieces in order and tray as indicated.

### "1ST CLASS PRESORT"

- \* You can save 10 cents per letter utilizing First Class Presort mailings.
  - \* The minimum number of pieces required is 500 of identical weight.
  - \* Delivery is the same as 1st Class Mail.
  - \* All of the barcoding software information described above for Bulk Rate also applies to 1st Class Presort.
3. The Mail Room has a barcode printer that prints directly on envelopes and eliminates the need to print labels first and then apply them to envelopes. This is a great time saver and also improves the appearance of a mailing. Due to the increased volume of bulk mail from campus, we have been able to reduce our charge for printing addresses on envelopes from 5 cents per piece to 2 cents per piece. We can also print your 1st class envelopes if you have a large mailing. This printer makes your large mailings easier and more cost effective.

Please direct your mailing questions to our expert, Dan Sorsoleil at 755-3922. If Dan is not available when you call, Chris or Troy can also help you. Please also check out the Mail Room website at <http://www.bemidjistate.edu/offices/mail/>