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## Bulk Mail Procedures

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### Bulk Mail Contact Information

Walla Walla Post Office-Layne-- Telephone: 526-9800 Hours: 11 p.m. to 3 p.m. CRIT# is 579802

Layne has all the specifics about the bulk mailing process. This information is available at the Post Office. He can also e-mail you information or talk about this on the telephone. The form to fill out can be accessed here: choose the 2<sup>nd</sup> listing, the name of the form is 3602-NZ. <https://www.usps.com/search.htm?q=form%203602-nz>

The Post Office does have strict requirements so it is highly recommended you work with them on all your mailings. It's also suggested you make sure your mailing meets the Post Office requirements prior to taking them down.

\*\*\*\*\* **(NOTE) All bulk mailings must be paid in full at the time of mailing at the Post Office.** \*\*\*\*\*

**If you don't have access to money for your mailing and you need to mail it immediately, here is what to do:**

- **Contact Mark Higgins for approval first & foremost to use Permit #35 funds**
  - Then contact DeeDee Delaney in the Business Office
  - Let DeeDee know how much money you need and provide the school/account budget number you wish to use
  - The Post Office will then process the mailing and use pre-paid funds
  - Once you complete the mailing, submit a receipt to DeeDee for the mailing amount and provide a budget number to access funds for a transfer to the Communications Department Bulk Mailing fund
  - Funds will then be transferred on the next accounts payable cycle and the mailing process is completed

### Bulk Mailing addresses:

All bulk mailing pieces must have a return address envelope that begins with WallaWalla Public Schools as well as the ancillary service endorsement "**return service requested**" printed in bold....**you can call the Print shop and request these from Kelly.** The Post Office charges the return address \$.07 for every returned letter, so make every effort to use the most current address available for the mailing recipient. You will need to have petty cash available to pay the mailman or establish a direct pay account at the Post Office so they can withdraw the funds.

Example:

Walla Walla Public Schools  
Pioneer Middle School  
450 Bridge St.  
Walla Walla, WA 99362

### Return Service Requested

### Permit 35 (printed requirements)

All bulk mailing pieces must have the Permit 35 language requirements included...this is where the stamp normally goes.

Example (USE THIS EXACT LANGUAGE):

NON PROFIT ORG  
U.S. POSTAGE PAID  
WALLA WALLA, WA 99362  
Permit No. 35

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