**Mail Services**

**Bulk Mail**

The Automation Bulk Mail division of Mail Services provides departments with a full range of mail preparation services. We will address or label, fold, tab and seal mail pieces. We also can mechanically insert envelopes with up to six different items. Hand inserting is also available for non-machineable inserts.

Mail services holds a permit with the U.S. Postal Service that allows HSC departments to mail large mailings (200 pieces or more) at standard or non-profit rates. This service can offer substantial postage savings. Not all mailings are eligible for non-profit status. The basic guidelines for non-profit mailings are:

1. All pieces in the mailing must have the same content and weight.
2. All pieces in the mailing must have the official TTUHSC address as the return address.
3. Mail pieces may not contain any advertisements for hotels, credit cards, airlines, insurance companies, or travel agents, any personal information\*, any handwritten or typewritten matter, or any bills or statements of accounts.
4. \*Personal Information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:
	* The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
	* All of the personal information is directly related to the advertising or solicitation.
	* The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

In order to prevent mailings from being disqualified by the U.S. Postal Service as non-profit, we advise all departments considering a bulk mailing to provide Mail Services with a sample copy before printing.