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UNITED STATES POST OFFICE
SAN DIEGO, CALIFORNIA 92101

July 1, 1969

INSTRUCTIONS AND RATES FOR MAILING DOMESTIC - THIRD-CLASS MATTER AT BULK RATES

A minimum of 200 pieces, or 50 pounds, is required for each mailing. Each piece must be identical as to size, weight and number of enclosures. Pieces may be unsealed, but sealing is recommended. Maximum weight of each third-class piece is 15.99 ounces.

A fee of $30 must be paid each calendar year by or for any person who mails at the bulk third-class rates. Any person who engages a business concern or another individual to mail for him must pay the $30 fee. This fee is in addition to postage, and is separate from the $15 fee that must be paid for a permit to mail under the permit imprint system. (See sample indicia below.)

The Weighmaster's Office, Main Post Office, is open for acceptance of bulk mailings from 8:30 a.m. to 5:30 p.m. weekdays, and Saturdays until 12:00 Noon. Closed on Sundays. Window 2, Main Post Office Lobby, accepts postage deposits from 8:30 a.m. to 5:00 p.m., Monday through Friday. MAIL IS NOT ACCEPTED UNLESS SUFFICIENT FUNDS ARE ON DEPOSIT.

A STATEMENT OF MAILING, Form 3602 or Form 3602PC, as appropriate, completed in ink and signed by mailer, MUST accompany each mailing. A postage charge of a full cent is made for any remaining fraction of a cent; for example: Total postage of $6.462, the charge is $6.47.

The appropriate marking "BULK RATE" or "NON PROFIT ORGANIZATION" must be printed or rubber stamped by the mailer in permit imprints, and be adjacent to meter stamps, or precanceled stamps.

SAMPLES OF PERMIT IMPRINT INDICIA

BULK RATE U. S. POSTAGE PAID SAN DIEGO, CALIF PERMIT NO. 00	NONPROFIT ORG. U. S. POSTAGE PAID SAN DIEGO, CALIF PERMIT NO. 00

Bulk postage rates for circular matter is 22¢ a pound, with a minimum charge of 3.8¢ per piece applying to matter not exceeding 2.764 ounces on the first 250,000 pieces mailed during a calendar year. Pieces in excess of 250,000 mailed per calendar year, the minimum price per piece shall be 4¢ each. THE NONPROFIT ORGANIZATION minimum rate of 1.6¢ applies to matter not exceeding 2.327 ounces each piece. Above 2.327 ounces per piece, NONPROFIT ORGANIZATIONS pay 11¢ per pound.

Bulk postage rates for booklets of 24 or more pages, at least 22 of which are printed, is 16¢ a pound and the BULK RATE Minimum of 3.8¢ each applies to matter not exceeding 3.8 ounces per piece. THE NONPROFIT ORGANIZATION Minimum rate of 1.6¢ each applies to matter not exceeding 3.2 ounces each piece. NONPROFIT ORGANIZATIONS pay 8¢ per pound when pieces exceed 3.2 ounces each.

Postage may be paid by (1) precanceled stamps (2) precanceled stamped Government envelopes -- only 1.6¢ available (3) meter stamps (4) permit imprint. 3.8¢ and 1.6¢ precanceled stamps are not available -- use of permit imprint is recommended. MAIL ADDRESSED TO FOREIGN COUNTRIES IS NOT ACCEPTED AT BULK POSTAGE RATES.

ZIP CODE PRESORTING REQUIRED FOR BULK THIRD-CLASS MAIL RATES

These instructions apply to bundled mail. Please request POD Publication 21 and instructions from the Weighmaster when the volume of mail requires sacking.

A. DIRECT BUNDLE When there are 10 or more pieces for the same 5-digit ZIP CODE, face all addresses one way. Do not label as the address and ZIP CODE on the front of bundle are sufficient.

B. DIRECT BUNDLE After all 5-digit ZIP CODE DIRECT BUNDLES have been made, if there are 10 or more pieces for any multi-ZIP Coded Post Office, face all addresses one way and tie pieces into a bundle. Cover the top mailing piece with a label bearing the name of the Post Office, state, and first three digits of ZIP CODE. Example:

SAN DIEGO, CA 921

C. SECTIONAL CENTER FACILITY (Abbreviated SCF) After all possible directs have been made, as outlined in A and B above, if there are 10 or more pieces for the same SECTIONAL CENTER FACILITY (SCF), face all addresses one way, and tie into a bundle. Cover the top mailing piece with a label to show the abbreviation (SCF) followed by the name of the Sectional Center Post Office, state, and first three digits of ZIP CODE.

Example: SCF SAN DIEGO, CA 920

D. STATE BUNDLES The remaining mail when there are 10 or more pieces for a state, face all addresses one way and tie the pieces into a bundle. Cover the top mailing piece with a label to show the word MIXED and the name of state. Example:

MIXED California

E. MIXED STATES BUNDLES After satisfying all of the above, if there are less than 10 pieces per state, face all addresses one way and tie the pieces into a bundle. Cover the top mailing piece with a label bearing the words - MIXED STATES

(Exceptions - never include California in mixed states)

GENERAL INSTRUCTIONS:

Sort, face and tie bulk mail into bundles both lengthwise and crosswise with twine strong enough to withstand handling in the mails. Do not use pressure or rubber bands. (Exception: Regulation rubber bands may be used on letter bundles not exceeding 5 inches in width, 11½ inches in length and 4 inches in thickness.)

FOR FURTHER INFORMATION ON BULK MAILING, PLEASE CALL: 293-5409