Standard Class Bulk Mailing Form

Date   _____

Department name   _____

Index number   _____

Number of addresses submitted for this mailing_____

Mail Services processes your list through the USPS national database and NCOA (national change of address database for move update information) to meet USPS mailing requirements for this class of mail:

AS STATED IN THE USPS DMM:
"The Move Update standard is a means of reducing the number of mail pieces in a mailing that require forwarding, return, or discard by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, address means a specific address associated with a specific occupant name. Except for mail bearing an alternative address format, addresses used on pieces claiming Standard Mail prices must meet the Move Update standard. Addresses subject to the Move Update standard must meet these requirements:

   a. Each address and associated occupant name used on the mail pieces in a mailing must be updated within 95 days before the mailing date, with one of the USPS-approved methods in

   b. Each individual address in the mailing is subject to the Move Update standard.

   c. The Move Update standard is met when an address used on a mail piece in a mailing at any class of mail is updated with an approved method and the same address is used in a Standard Mail mailing within 95 days after the address has been updated.

   d. Effective January 4, 2010, when a mailing is determined by the USPS to not be in compliance with the Move Update standard, each piece in the mailing will be subject to a postage adjustment charge of $0.07 per piece."

Therefore, we will not print any address that the databases cannot validate.

You will receive an e-mail containing a file(s) with these addresses.

List file name or names on disk which you want used for this mailing.
(Please remove all other files not used in the mailing.)

_____

When you email the file to bulkmail@eiu.edu, please indicate the date of the email_____

What fields should we print on your mail piece?

_____

_____

_____

Contact person   _____

Phone _____   **E-mail** _____

To what department do we send excess stock? _____