



Bulk Mail

Address Correction (CASS & NCOA) No charge

Data File Manipulation No charge

Imprinting

Addresses015¢ per piece

Indicia (additional pass)015¢ per piece

Text Message (additional pass)015¢ per piece

Inserting02¢ per piece

Postal Report & Tray005¢ per piece

Print Pressure Sensitive Labels27¢ per sht

Sealing01¢ per piece

Sort, Tray & Strap \$1.00 per tray

Tabbing01¢ per tab

Hand Collating006¢ per sht

Postage is an additional fee and is calculated individually for each job. Postage costs vary depending on mail piece design, weight of the piece, and the mailing list.

Essential information needed to make your mailing go as smoothly as possible:

Provide as much detailed information on the mailing request form as possible; such as, size of envelope, how many items go in the envelope, mailing class (first class or standard).

If the Print Center is printing your mailing inserts, use the same job name on both the print request and the mailing request forms. Coordinating job names on both request forms ensures the printed pieces will be mailed to the correct recipients.

Please provide a contact person who is providing the mailing Excel address files, if different from the person submitting the print request form.

Please allow advance notification and reasonable timing when large quantities are to be mailed and/or extensive prep work is involved. Contact the bulk mail center if a project timeline is needed.

Mailing FAQ's

How do I get my job to the bulk mail center?

If no printing is required by the Print Center, you may send your Excel address list with your mailing request form directly by e-mail to bulkmail@dickinson.edu.

If your job requires printing by the Print Center, please send your mailing request form and Excel address list at the same time your print job is submitted to printctr@dickinson.edu and bulkmail@dickinson.edu.

Is there a mailing request form I need?

Each mailing must be accompanied by a mailing request form. A PDF of the form can be downloaded from the Print Center Web site and filled out electronically, then e-mailed with your address list to bulkmail@dickinson.edu.

Is there a minimum number of pieces needed for bulk mailing?

Yes. To qualify for bulk mailing postage discounts there must be a minimum number of pieces.

- 500 for First Class mailing
- 200 for Standard or Nonprofit mailing

Dickinson Print Center

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Carlisle PA, 17013-2896
717-245-1427 - Phone
717-245-1876 - Fax



www.dickinson.edu/departments/printcenter
printctr@dickinson.edu
bulkmail@dickinson.edu

Hours:

Mon - Fri 8:00 a.m. - 4:30 p.m.

*Prices effective July 2011 - July 2012
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