How do I complete the Bulk Mailing form?

When printing the Bulk Mailing form it is important to print both front and back.

Mailer:
Valley City State University
Your Department Name
101 College ST SW
Valley City, ND 58072

Telephone:
Please indicate your department’s phone number.

Post Office of Mailing:
Valley City, ND

Mailing Date:
The Date the Bulk Mailing is sent to the Post Office

Permit No:
16

No. & Type of Containers:
List the number of containers you have and the size of them.
Example: 2 – 1 ft & 3 -2 ft

Type of Postage:
X Permit Imprint

Processing Category:
X Letters

Total Pieces:
Number of pieces you have for the total Bulk Mailing
Part D
Letters—3.3 oz. (0.2063 lb.) or less

<table>
<thead>
<tr>
<th>Machinable</th>
<th>Price Category</th>
<th>Price</th>
<th>No. of Pieces</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>None</td>
<td>AADC</td>
<td>$0.155</td>
<td></td>
</tr>
<tr>
<td>D2</td>
<td>None</td>
<td>Mixed AADC</td>
<td>0.172</td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td>DBMC</td>
<td>AADC</td>
<td>0.121</td>
<td></td>
</tr>
<tr>
<td>D4</td>
<td>DBMC</td>
<td>Mixed AADC</td>
<td>0.138</td>
<td></td>
</tr>
<tr>
<td>D5</td>
<td>DSCF</td>
<td>AADC</td>
<td>0.112</td>
<td></td>
</tr>
</tbody>
</table>

Container One

- All 580 origins
  - 1 letter or more
- Label would be:
  AADC  Fargo, ND 580
  STD  LTR3D MACH
  Valley City, ND

Container Two

- Overflow of 580 - if too many for Container One and not enough for a second Container One
- All 565, 567, 581-588
  - No certain number of each address
- Label would be:
  AADC  Fargo, ND 580
  STD  LTR AADC MACH
  Valley City, ND

Container Three

- All other zips
- Overflow from Container Two
- UNLESS you have 150 pieces of a specific AADC zip then it will become a Container Two
  - Example 570 AADC
- Label would be:
  MXD  Fargo, ND 580
  STD  LTR MACH WKG
  Valley City, ND

Please view the L004 table which will describe the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC). A link is located on the Business Office Bulk Mailing webpage.
Total the total lines D1 thru D16

<table>
<thead>
<tr>
<th>Postage Affixed (Check one)</th>
<th>Total Postage (Add parts Totals)</th>
<th>Net Postage Due (Subtract postage affixed from total postage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neither</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pcs x $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certification:
Please bring the form to the Business Office to be signed. Then make a copy after we sign the form and return it to the Business Office.