Instructions for preparing Standard Mail

1) Print, completely fill out and attach to each Standard Mail mailing: Services Request Form

2) To avoid the non-machineable surcharge, design your mail piece to be machineable.

3) Check with Campus Mail Services to ensure that your mailing qualifies for NON-PROFIT STANDARD MAIL mailing rates. Call 243-2272 if you have questions.

4) You MUST have a minimum of 200 pieces or 50 lbs. of the same material to qualify for a Standard Mail mailing. Do NOT write special messages on any pieces. Personalizing any pieces disqualifies them from standard Mail and they would need to be sent First Class.

5) Verify that the University's non-profit indicia has been stamped in the upper right-hand corner of each piece where a postage stamp would normally appear. A rubber stamp with this indicia is available for loan from Campus Mail Services for hand stamping. The permit may be imprinted on pieces being produced by Printing & Graphic Services, Campus Quick Copy. You may have Campus Mail Services apply the permit to each piece of mail (Services Request Form) at the time of mailing. This is recommended if you plan to mail the same pieces at other rates, otherwise the permit MUST be covered so other postage appears when mailing pieces at other rates.

6) A University of Montana return address must appear on each piece with a department name and a Banner Index (for any additional charges that may accrue as each mail piece passes through the mail system).

7) All envelopes must be sealed. Tucking flap inside of envelope not permitted. You may have Campus Mail Services seal envelopes if they are within letter dimensions (see Dimensional Standards Template). This service is available upon request for a fee. See our Services Request Form.

8) Sort all pieces into ascending ZIP code order. This service is also available by request for a fee. See our Services Request Form Example: 00001-99999.

9) Direct Mail Bundle: (Direct bundle- Required if ten or more pieces are addressed to the same 5 digit ZIP code) The minimum number of pieces allowed per bundle is ten. There are no maximum piece count per bundle, but a bundle size should not exceed a comfortable handful. If there are enough pieces to create more than one bundle, make sure none of the bundles has less than ten pieces.

   For example: Deer Lodge, MT 59722 - if there are ten or more pieces addressed to all five digits of ZIP code 59722 then make a Direct bundle.
Write "D" on the top of each of bundle (not each piece). Write the number of pieces within each bundle next to the D, example: D-25. Please do not use post-it notes to attach piece counts.

10) Sectional Center Facility (SCF bundle - Required if ten or more pieces are addressed to the same first 3 digits of ZIP code): After the above groupings have been made and set aside, turn to the remaining material and bundle 10 or more pieces to the same, first three digits of a ZIP code destination. Again, the minimum number of pieces allowed per bundle is ten. There is no maximum piece count per bundle, but a bundle size should not exceed a comfortable handful. If there are enough pieces to create more than one bundle, make sure none of the bundles has less than ten pieces. For example: 597 - if there are five pieces addressed to ZIP code 59701, five pieces to 59702 and five pieces 59722 then there are fifteen pieces addressed to the same first three digits of ZIP code area 597, make a 3 digit bundle. Write "3" on the top of each bundle (not each piece). Write the number of pieces within each bundle next to the 3, example: 3-15. These bundles must not include any pieces that qualify for a "DIRECT" 5 digit bundle above in step 9!

11) Area Distribution Center (ADC bundle - Required if ten or more pieces are addressed to the same Area Distribution Center): After the above groupings (D's & 3's) have been made and set aside, turn to the remaining material and bundle 10 or more pieces with destinations to the same Area Distribution Center. Again, the minimum number of pieces allowed per bundle is ten. There is no maximum piece count per bundle, but a bundle size should not exceed a comfortable handful. If there are enough pieces to create more than one bundle, make sure none of the bundles have less than ten pieces. Using the ADC List, group ten or more pieces to the same center in column B. They may be from any or all of the ZIP code prefixes on the same line in column A. See: ADC List

For example: ADC - If there are three pieces from ZIP code prefix 005, two pieces from 115 and five pieces from 117 through 119 then you would have ten pieces to the same center "ADC LONG ISLAND NY 117" as shown on line one, columns A & B of the ADC List

Write "A" on the top of each bundle (not each piece). Write the number of pieces within each bundle next to the A. For example: A-10. These bundles must not include any pieces that qualify for "DIRECT" 5 digit or "SCF" 3 digit bundles listed above!

12) Mixed ADC (MXD bundle - for pieces that do not qualify for one of the A,3 or D bundles above. Less than ten pieces permitted)

Pieces which cannot be grouped into one of the above three categories should be kept in ZIP code order and bundled. Write "MXD" on the top piece for these bundles along with a piece count, example: MXD-9. This is the only group that may have less than 10 pieces in a bundle. These bundles must not include any pieces that qualify for "DIRECT" 5 digit, "SCF" 3 digit or "ADC" bundles listed above!

13) Each bundle MUST have a piece count (i.e., 15) placed on the TOP piece, next to the D, 3, A or MXD, shown above, written on the top piece (not each piece). (Do NOT use sticky notes!)
14) No bundle may contain less than 10 pieces, except a Mixed ADC (MXD) bundle.

15) Do not over bundle! Do not make five bundles of ten pieces each if all fifty pieces go to the same group and fit in one hand. Instead, make one bundle of fifty.

16) Foreign mail (i.e., Canada, Mexico, and all other countries) may not be included in a Standard Mail. Instead, it must be COMPLETELY sealed on ALL sides or placed in an envelope (preferred) and sent AIRMAIL or other foreign class. Any Standard Mail permit must be completely covered with a white-gummed label to receive postage or obliterated before being placed in an envelope.

17) Do not include pieces to on-campus destinations unless needed to meet the 200 piece minimum requirement.

18) Each bundle MUST be rubber-banded, first side to side, then top to bottom or top to bottom at each end with one-quarter inch (.25") rubber bands. Rubber bands will be provided by Campus Mail Services upon request at 243-2272.

19) All the above steps must be met to ensure you fulfill U.S. Postal regulations. Any step or procedure missing will cause the mailing to be rejected by the U.S. Post Office and must be corrected by either the department or by Campus Mail Services for a fee.

20) If you would like Campus Mail Services to prepare a mailing for your department, use our Services Request Form.

Please call us anytime during regular business hours when you have questions about these procedures at 243-2272. Answering questions ahead-of-time will help prevent your mail from becoming delayed and reprocessed.