

Marietta College
Mailroom staff



**Attn: Marietta College
Faculty and Staff
Bulk Mailing Instructions**

- Bulk mailing must contain no less than 200 pieces
- The content of the mailing CANNOT be for the purpose of selling
- A disk is needed with names and addresses in a Microsoft Excel™ worksheet
- Envelopes should be brought over with the mailing
- If the content is 1-2 pages, it can be stuffed using mailroom equipment
- If the content is more than 2 pages, hand stuffing is required. Helpers sent over from department are GREATLY APPRECIATED and will significantly speed up the process.
- The average cost of a bulk mail letter is \$.12 per piece
- Turnover for bulk mailings is 1-3 days depending on size and number of pages per piece.
- Please call the mailroom ahead of time to inform the staff that a bulk mailing will be brought over.

****Do your part to keep our mailroom running efficiently. Please follow all rules and guidelines****