

# UC DAVIS Bulk Mail Services



## Folding

We offer a wide variety of folding services by machine or by hand. All stapled material must be hand folded.

## Inserting

Our machine can insert 1 to 6 items into a #10 envelope. We also hand insert any mailing that is not compatible with our inserter.



## Labeling

We offer high-speed labeling technology. All addresses generated by BMS have excellent print quality that meets postal addressing requirements. Ink-jet is the most popular and economical choice.

## Disk Importing/ Exporting

You can either e-mail your file or hand deliver it to our facility in most electronic formats or physical media.



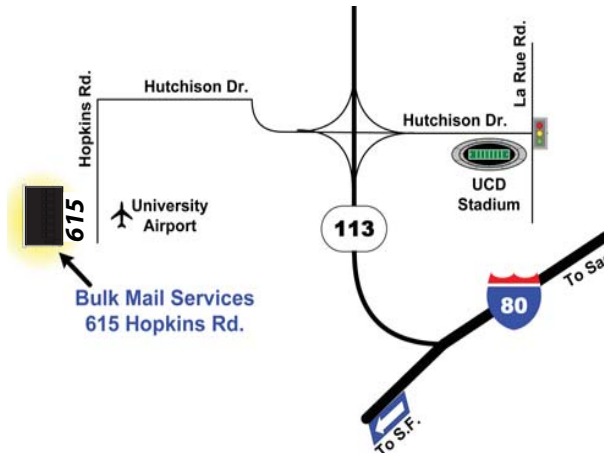
Your mailing will be processed within 3 working days, unless it requires a great deal of collating or hand inserting, and barring unforeseen circumstances.



## Directions and Map

From Highway 113 northbound

- Exit Hutchison Drive and make a left onto Hutchison Drive
- Left on Hopkins Road
- 615 Hopkins Road will be on the right (across from the University Airport)



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# Bulk Mail Services



Mailing Address:  
**Bulk Mail Services**  
**University of California, Davis**  
**One Shields Avenue**  
**Davis, CA 95616**

Physical Address:  
**Hopkins Services Complex**  
**615 Hopkins Road**  
**UC Davis Campus**

Phone: **530-752-0663**  
Fax: **530-752-8162**

<http://maildiv.ucdavis.edu>



## What is Bulk Mail?

The term "bulk mail" refers to large quantities of mail prepared for mailing at reduced postage rates.

The Postal Service offers a discounted rate only when certain standards are followed. Bulk Mail Service (BMS) is authorized to use unique software that conforms mailings to the requirements, such as sorting mail by zip code and using state of the art bar code technology.

### What can BMS do for you?

BMS is committed to providing exceptional customer service to the campus community by:

1. Taking advantage of postal discounts and ensuring that bulk mailings are compatible with stringent automation requirements.
2. Maximizing savings by ensuring that non-profit mailings receive the highest discount and comply with postal regulations.
3. Consulting with departments and business partners to ensure mailings are properly designed and materials are compatible with optical recognition equipment used by the US Postal Service.
4. Constantly keeping up with US Postal regulations and changes as they occur.

## Bulk Mail Requirements

To qualify for bulk mail rates, your mailing must meet the following minimum piece requirements:

500 identical pieces for First-Class Mail

200 identical pieces (or 50 pounds of mail) for Standard Mail

50 identical pieces for Parcel Post

300 identical pieces for Presorted or Carrier Route Bound Printed Mail

300 identical pieces for Presorted Library Mail

300 identical pieces for Presorted Media Mail

All bulk mail must be sorted and placed in a mail sack or tray according to postal regulations. The proper postal forms must be filled out and accompany the bulk mail to the post office. Start by completing our online Work Request Form at: <http://maildiv.ucdavis.edu/forms/>.

## Postage Services

The BMS primarily uses the non-profit and first-class permit imprint, but we also use postage meters and offer first or non-profit stamp affixing. The use of a non-profit stamp may enhance the appearance of your mailing. The permit imprint is usually preprinted on your material, but it can also be printed by our ink-jet printer at no additional cost. Some restrictions may apply, please contact our friendly staff for more details.



## Advantages of using BMS

- Our efficient personnel and equipment are often much faster and less expensive than your own resources.
- You don't have to worry about postal regulations and campus preparation requirements. We make sure your mailing is correct.
- We are sincerely concerned about the quality of your final product. An outside vendor may not have our understanding of your needs regarding academic requirements and university policy.
- The BMS has consistently lower prices for mail preparation than off-campus vendors.
- Our computerized list maintenance and label printing service offers you high-quality printed labels on site.

