

HU MAILING CENTER

POSTAGE BULK MAILING OPTIONS

CAMPUS MAIL

- No postage required.
- For delivery only to Harding University campus boxes.
- Only Harding University departments and churches are able to use this option.

PRESORT STANDARD

- This mailing must be a minimum of 200 mail pieces.
- Delivery time is approximately 2+ weeks.
- Each piece must contain identical materials to ensure **uniform weight**: same envelope size, same materials inside envelope (e.g. one brochure and one letter in each envelope).
- No pieces may be mailed to foreign countries, including Canada and Mexico.

PRESORT NONPROFIT STANDARD

- The mailing must be a minimum of 200 mail pieces.
- Delivery time is approximately 2+ weeks.
- Each piece must contain identical materials to ensure **uniform weight**: same envelope size, same materials inside envelope (e.g. one brochure and one letter in each envelope).
- The name on the Return Address on the envelope **MUST** be Harding University.
- This mailing **cannot** contain **ANY** political, personal correspondence, advertisements or insurance solicitations.
- No pieces may be mailed to foreign countries, including Canada and Mexico.

PRESORT FIRST-CLASS

- This mailing must be a minimum of 500 mail pieces.
- Delivery time is approximately 1 week.
- Each piece must contain identical materials to ensure **uniform weight**: same envelope size, same materials inside envelope (e.g. one brochure and one letter in each envelope).

FIRST-CLASS

- There is **NO** minimum of mail pieces.
- Delivery time is approximately 1 week.

PERIODICALS

- This type of classification includes: newspapers, magazines and other similar publications.
- Must be published regularly at a stated frequency (at least four times a year) from a known office of publication.