



Greater Newburyport Chamber of Commerce & Industry

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Member Benefit—Save \$ on Postage!

Bulk Sorting & Mailing Policy & Procedure

As a benefit to our members, we offer the use of our postage machine and bulk-mailing permit. In order to take advantage of these benefits, we ask that you adhere to the following rules.

Bulk Mailings:

Standard #10- envelopes, 5 1/2 x 8/12 over-sized postcards are eligible for bulk mail. (Small 4 x 6 postcards are ineligible. Postage is already reduced for this size card.) Per the US Post Office, Bulk Mail cannot be used for mailing invoices. NOTE: Bulk mail going outside of the greater Newburyport area can take up to 10 business days to deliver.

There are two ways to do a mailing

1. The Chamber's Bulk Mailing Permit can be pre-printed on your mailing.
 - Contact **Anne Wilt** at the Chamber and arrange for approval of the mail piece.
 - Follow sorting procedure on this page.
 - Bring the sorted mailing to the post office in the industrial park with payment
2. Mailing can be processed through the Chamber's Mailing Machine
 - Appointment **must** be made and postage check **must be received one week prior** to mailing.
 - Member is responsible for labeling, sorting, metering and bringing mail to post office in the industrial park.
 - The postage machine prints in red ink. Be sure your envelopes are not too dark or any shade of red.

Bulk Rate Piece Rate 200 Piece Minimum

If 150 pieces are going to an area with the same first three digits of the zip code (all 019's) postage is \$.246 per piece*

All remaining pieces \$.255 per piece*

*Pieces are for basic mailing under 3 ounces with dimensions less than 8.5" x 10.5"

Bulk Rate Sorting:

There are four categories (must have at least 10 in each category)

1. Same 5 digit Zip Code
2. Same first 3 digits of Zip Code
3. Same State
4. Mixed States