



Mail Services: Bulk Mail Instructions

If you would like a quote for the job, please submit this request to mailservices@uncc.edu. Please allow one to two business days from the date of request for returned quote for services. If materials are printed by an outside vendor, send a PDF proof of your mail piece to Mail Services prior to production to make sure the publication is in compliance with USPS Mailing Standards. Taking this step will assure the greatest discount bulk mailing rate.

Step by step instructions:

1. Go to [Mail Services website](#) and fill out the [Bulk Mail Order Form](#) in its entirety. Please call 704-687- 2221 or e-mail mailservices@uncc.edu with any questions.
2. Print the form and submit to Mail Services, Attn: Bulk Mail via inter-departmental mail.
Please note that this form now has space for an authorized signature at the bottom of the Order Form. This will take the place of the blue form for all bulk mailings. It is no longer necessary to submit a blue form with your order form. (For Bulk Mail ONLY)
3. Send address list for this mailing to mailservices@uncc.edu. Please include any special instructions including return of corrected addresses or geocoding instructions on the order form.
Please note, all address lists must be sent to Mail Services using the [Bulk Mail Address List Template](#). **
4. Send all printed materials, envelopes or letter head to Mail Services Bulk Mail unit in the RDH (Ratskellar). If Mail Services is printing your materials you may disregard this step.
5. If Mail Services is completing a mail merge for you, please email document(s) and instructions to mailservices@uncc.edu. Please note, a signed and completed Order Form with valid account # is required for your mail job to be delivered to the BMEU (Bulk Mail Entry Unit) for processing.
6. Mail Services will process your Bulk Mail job and complete it by the date specified on your order form.
7. An invoice will be sent to your department with a breakdown of all charges once billing has been completed.

If you have any questions during this process please call 704-687-2221 or 704-687-3037.

Please allow Mail Services a minimum of 3 business days from the date materials and list arrive for completion of job. You will be notified if Mail Services will need more than 3 business days to complete your job. Some jobs will process faster due to number of pieces, and materials included in job.

In our attempt to streamline and simplify this process, Mail Services has added a signature and date line to our order form in order to eliminate the use of a Blue Slip for all Bulk Mail Jobs. This change is effective immediately and you will no longer need to submit a Blue Form with your Bulk Mail Order Form. You will still need to submit a blue form for any items that are being metered, or purchased on a departmental invoice.

**Any lists requiring additional formatting, duplicate address detection, and list consolidation will be assessed a higher charge. You will be notified once the list is received if it is not formatted according to template provided on our website.

***Large volume mailers will be eligible for in-house discounts based on monthly & yearly mailing totals. For more information on volume discounts, please contact Horace Lytch at 704-687-3037, or hlytch@uncc.edu.