

# Mailing 150 pieces or more? Go BULK mail!

(And save a LOT of Benjamins!)

Bulk rate (non-profit rate) mailing is **FREE** to your school, and generally travels through the postal system as fast as first class mail. Schools are **strongly encouraged** to use bulk (non-profit) mail whenever possible.



**Pre-printed envelopes** with your school's info and the bulk rate postage mark (indicia) are available through [EGPS](#). Note that a postage stamp can be placed over the top of an indicia imprint so that you can also use the pre-printed envelopes for regular mail.

## Requirements for Bulk (non-profit) Rate:

- Mailing must contain 150 pieces or more.
- Mailing pieces must be identical. You may vary some text on first page (e.g., "Dear 6th Grade Parent," "Dear 7th Grade Parent," etc.).
- All pieces must be the same size and weight. (Maximum weight per piece is 15.9 ounces and the size must be 3-1/2 x 5 inches or larger.)
- Pieces must be "postcard thickness" or thicker (.007 inches or thicker).
- **Indicia (postage mark) for SUBURBAN, MD must be printed on the envelope.** (See Figure 1 below.)
- **Envelopes must be sealed.** Folded paper mail pieces must be closed with sticky tabs (warehouse item #0721380) or tape, placed as shown in Figure 2. **No staples may be used.**

## Addressing

- Because MCPS is the permit holder, the MCPS name must appear with your school name and address in the return address position.
- The mailing address must be placed to the RIGHT of CENTER, as shown in Figure 3.
- Pieces must have the permit imprint (indicia) in the upper right-hand corner.

Montgomery County Public Schools  
Redland Middle School  
6505 Muncaster Mill Road  
Rockville, MD 20855

Figure 1. Permit Imprint (Indicia)

Non-Profit Org.  
U.S. Postage Paid  
Suburban MD  
Permit No. 201

Indicia must be large enough to read easily (approx. 1 inch tall) Download sample at:  
<https://www.montgomeryschoolsmd.org/departments/materials/move-deliver/mail.aspx>

Figure 2. Folded paper mailing

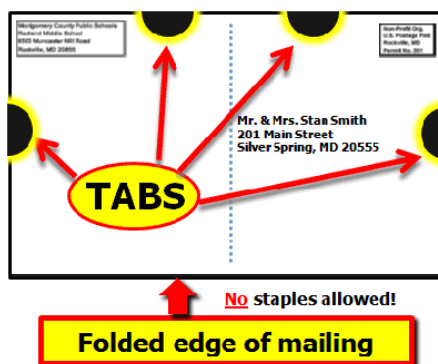
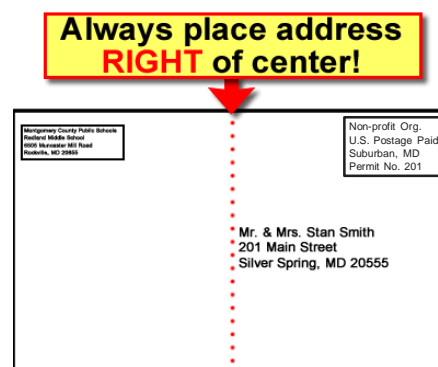


Figure 3. Address position



## Questions?

Visit <https://www.montgomeryschoolsmd.org/departments/materials/move-deliver/mail.aspx>  
or contact Ron Parrott, Jr., Mailroom Supervisor at 301-517-8295 or 301-279-3149.

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