Requirements for Standard Non-Profit Mailings

(A) Mailings must consist of minimum of 200 pieces or 50 lbs.

(B) All pieces must be identical size, shape, weight, and number of enclosures, and each piece should weigh less than 16 ounces.

(C) All pieces must bear the sender's return address and on the upper-left corner. The address must show Texas A&M University as well as the department or student organization and the departmental mail stop code.

(D) Each piece must have a complete delivery address with the correct zip code. A USPS verification process must be used at least once a year to ensure accuracy of 5-digit zip codes.

(E) Handwritten messages should not be included, except for the address and signature.

(F) Use the darkest type possible on the lightest possible background, do not use brilliant colors.

(G) All pieces must be in correct numerical zip code entry.
Categories for Sorting by ZIP-CODE Destination

The purpose of placing the mail in specific types of bundles is to accurately send the mail to its proper destination as efficiently as possible.

Sort the entire mailing in zip code order by all (5) digits.

Step 1: When there are ten or more places for the same 5 digit ZIP Code, this makes up a “5” bundle. Please rubber band, affix a red “5” pressure seal to the top piece. After making all the 5 digit bundles possible, go to the next step.

Step 2: When there are ten or more pieces with the same 3 digit ZIP CODE prefix (i.e., 770, 771, 775) this makes up a green “3” bundle.

After making all the 3 digit bundles possible, go to the next step. Check the ADC (Area Distribution Center) labeling list (L004). Column 1 shows all the 3 digit ZIP CODE prefix groups served by each ADC listed in column B.

Step 3: When there are ten or more pieces with 3 digit ZIP CODE prefixes corresponding to an ADC destination, combine, rubber band, and affix a pink “A” pressure seal.

Step 4: Affix an beige “X” seal on all residual mail keeping mail in Zip Code order whenever possible.