



Charleston Southern University Bulk Mail Policy

In order to ensure timely delivery of Bulk Mailings, and to ensure sufficient funds are available for all mailings, all Bulk Mailings must adhere to the following Bulk Mail Policy. This policy applies to mailings that go through either Charleston Southern University's Post Office or Charleston Mailing Service. Bulk Mailings that do not conform to this process will not be accepted.

CSU Post Office Bulk Mail Processing

- Notify CSU Postal Manager via email at least one week in advance of any bulk mailing
- Complete the CSU Post Office Standard and Presorted First Class Mail Form, found on the CSU website under Business Office forms
- Include 3 copies of this form with the Bulk Mailing. After the mailing is sent, you will receive a copy of the form, signed by the CSU Postal Manager.
- The CSU Post Office will not accept any Bulk Mailings without this form filled out completely

Charleston Mailing Service (CMS) Bulk Mail Processing

- Notify CSU Postal Manager via email at least one week in advance of any bulk mailing
- Complete the CSU Post Office Standard and Presorted First Class Mail Form, found on the CSU website under Business Office forms
- Send 1 copy to the CSU Post Office (campus mail or scan and email is acceptable).
- Keep 1 copy of the CSU Post Office Standard and Presorted First Class Mail Form for your file.
- Include 1 copy of this form with the mailing when it is picked up by CMS
- CMS will not accept, or pick up, any bulk mailings without this form filled out completely

After Bulk Mailings are processed, Bulk Mail postage will be billed to departments according the information provided on the CSU Post Office Standard and Presorted First Class Mail Form. Similarly, any charges arising from the use of CMS will be billed to departments according to the CSU Post Office Standard and Presorted First Class Mail Form.