

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Bulk Mail Rate (Discounted First Class and Standard Mail) **Number:** E 17
Approved: Signature on file **Date:** 3/20/15

POLICY

All employees are encouraged to use the most cost effective way for outgoing mail, or when discounted and bulk mail rate applies while mailing a minimum of 200 pieces of mail that are of the same size and weight. Bulk mail must meet specific mailing requirements of the United States Postal Service (USPS). The use of USPS mail discounts and bulk mail rates are beneficial to the Agency as this is one of the methods to minimize mailing costs.