

BULK MAIL

45



NORTHERN VIRGINIA
Sectional Center Facility

UNITED STATES POST OFFICE
SCF NORTHERN VIRGINIA 22081



To our Postal Customers:

The use of bulk imprint permit has it's advantages...and it's responsibilities. This booklet is designed to assist you in the responsible preparation of your mailing.

Whenever a question arises concerning the procedures and is not answered in this material, please call our mail classification office. This office is located at SCF Northern Virginia. Their phone number is 573-0400 Ext. 272. They are open from 8:00 A.M. - 4:30 P.M. Monday thru Friday, and will be happy to assist you. The Bulk Weighing Section itself is opened Mon. thru Fri. from 10:00 A.M. to 8:00 P.M., Closed Holidays.

Remember, failure to comply with the permit regulations could result in delay of your mail.

The Postal Service seeks to treat your mail as expeditiously as possible, to do so we must have your commitment toward proper preparation.

United States Postal Service
Northern Virginia Sectional Center Facility
Merrifield, Virginia 22081

U. S. POSTAL SERVICE
APPLICATION TO MAIL AT SPECIAL BULK THIRD-CLASS RATES
(Section 134.12 Postal Service Manual)

APPLICANT – Complete sections within border shading and file with POSTMASTER at office of mailing. Attach supporting evidence such as copy of charter, constitution, bylaws, bulletins and programs, as proof of the applicant's qualifications..

1. NAME OF ORGANIZATION

2. LOCATION (Street, City, State and ZIP Code)

(Fill in City, State and ZIP Code)

To:

Postmaster

3. CHECK TYPE OF ORGANIZATION

- ☐ RELIGIOUS
☐ EDUCATIONAL
☐ SCIENTIFIC
☐ PHILANTHROPIC
☐ AGRICULTURAL
☐ LABOR
☐ VETERANS
☐ FRATERNAL

4. CHECK WHETHER THIS ORGANIZATION IS FOR PROFIT OR WHETHER ANY OF ITS NET INCOME INURES TO BENEFIT OF ANY PRIVATE STOCKHOLDER OR INDIVIDUAL
☐ NO ☐ YES

5. CHECK WHETHER THIS ORGANIZATION IS EXEMPT FROM FEDERAL INCOME TAX (If "yes," attach a copy of the exemption issued by the Internal Revenue Service.)
☐ NO ☐ YES

I certify that the statements made by me are true and complete.

SIGNATURE OF APPLICANT

DATE

POSTMASTER – Forward completed application with supporting evidence to the postmaster for your area designated in P.S. Pub. 26. See also section 134.54, Postal Service Manual.

AUTHORIZATION TO POSTMASTER

This Application Is: ☐ APPROVED ☐ DENIED

SIGNATURE OF DESIGNATED POSTMASTER

DATE

POST OFFICE, STATE AND ZIP CODE

PS Form 3624
Mar. 1971

ORIGINATING POSTMASTER – After you have received the approved "Authorization to Postmaster," complete, detach and deliver the "Authorization to Mailer."

U. S. POSTAL SERVICE

AUTHORIZATION TO MAILER

Your application to mail at special bulk third-class rates is approved.

(Name of organization, street, city, state and ZIP Code)

POST OFFICE, STATE AND ZIP CODE

DATE

SIGNATURE OF POSTMASTER

PS Form 3624
Mar. 1971

NAME OF ORGANIZATION OR ASSOCIATION

STREET ADDRESS

CITY, STATE AND ZIP CODE

- ☐ RELIGIOUS ☐ EDUCATIONAL ☐ SCIENTIFIC ☐ PHILANTHROPIC
☐ AGRICULTURAL ☐ LABOR ☐ VETERANS ☐ FRATERNAL
☐ APPROVED ☐ DENIED DATE _____

RECORD FILE—DESIGNATED AREA POSTMASTER

ORIGINATING POSTMASTER – Be sure form has been completed and accompanied with supporting evidence before forwarding to the designated postmaster for your area. He will return this form and supporting papers for retention in your files.

PS Form 3624
Mar. 1971

GPO 947-707

APPLICATION TO MAIL WITHOUT AFFIXING POSTAGE STAMPS (*Part 144 Postal Manual*)

APPLICANT: File at office where mailings will be made with fee required by Section 144.1 Postal Manual

NAME OF APPLICANT (*Print or type*)

APPLICANT'S TELEPHONE NO.

ADDRESS OF APPLICANT—STREET—CITY—STATE—ZIP CODE (*Print or type*)AVERAGE NUMBER OF
IDENTICAL PIECES IN
EACH MAILING.

CLASS OF MAIL MATTER

☐

FIRST

☐

SECOND

☒

THIRD

☐

FOURTH

SIGNATURE OF APPLICANT

DATE

TO BE COMPLETED
BY POSTMASTER

AMOUNT OF FEE COLLECTED

\$

PERMIT NUMBER

DATE OF ISSUANCE

POSTMASTER: Retain application in your file. When approved, deliver authorization to permit holder.

POD Form 3601, June 1965

AUTHORIZATION TO MAIL WITHOUT AFFIXING POSTAGE STAMPS

You are authorized to mail at this post office matter bearing permit imprints, postage to be paid in money under the provisions of Part 144, Postal Manual.

POST OFFICE (*City, State and ZIP Code*)

PERMIT NUMBER

DATE OF ISSUANCE

SIGNATURE OF POSTMASTER

NAME OF PERMIT HOLDER

TO:

ADDRESS

CITY

STATE

ZIP CODE

U.S. GOVERNMENT PRINTING OFFICE: 1965 O-774-832

3601 Form 1965 June 1965

AUTHORIZATION TO MAIL WITHOUT AFFIXING POSTAGE STAMPS

POST OFFICE (City, State and ZIP Code)

TO

NAME OF PERMIT HOLDER

ADDRESS

CITY

STATE

ZIP CODE

PERMIT NUMBER

DATE OF ISSUANCE

SIGNATURE OF POSTMASTER

You are authorized to mail at this post office meter bearing permit imprints, postage to be paid in money under the provisions of Part 144, Postal Manual.

POSTMASTER: Return application in your file. When approved, deliver authorization to permit holder.

POST OFFICE (City, State and ZIP Code)

TO

NAME OF PERMIT HOLDER

ADDRESS

CITY

STATE

ZIP CODE

CLASS OF MAIL MATTER

FIRST ☐ SECOND ☐ THIRD ☒ FOURTH ☐

AMOUNT OF FEE COLLECTED

PERMIT NUMBER

DATE OF ISSUANCE

SIGNATURE OF APPLICANT

DATE

NAME OF APPLICANT (Print or Type)

APPLICANT: File at office where mailings will be made with fee required by Section 144.1 Postal Manual.

APPLICATION TO MAIL WITHOUT AFFIXING POSTAGE STAMPS (Part 144 Postal Manual)

Mon 1.8
Bank 6.1

200

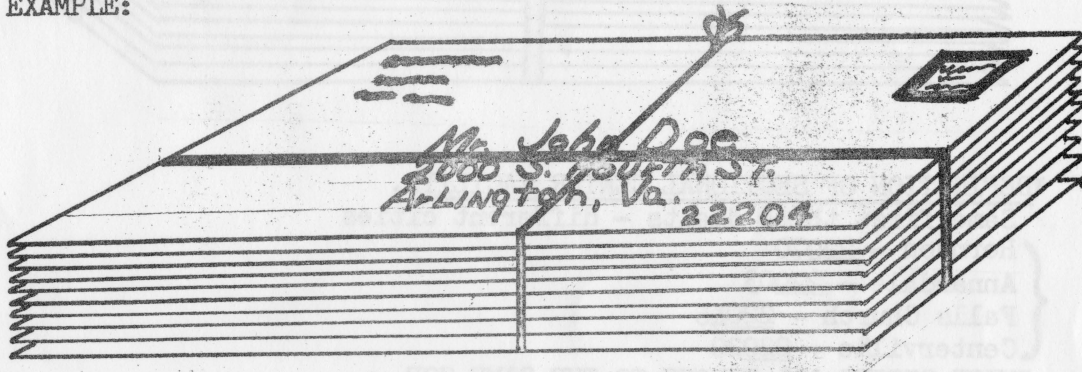
THIRD CLASS BULK RATE MAIL
PREPARATION BY THE MAILER

WHAT SEPERATION BY THE MAILER IS REQUIRED

The mail must be sorted, faced and tied into packages both lengthwise and crosswise with twine strong enough to withstand handling. Rubberbands, overall length - approximately $2 \frac{3}{4}$ inches, width approximately $\frac{3}{8}$ inch, may be used instead of twine, on letter size mail.

1. DIRECT PACKAGE - When there are 10 or more pieces, all for the same five-digit Zip Code, face the addresses one way and tie. No facing slips (labels) required on direct packages.

FOR EXAMPLE:



2. MIXED CITY PACKAGE - When there are less than 10 pieces addressed to any 5 digit zip code area of a multi-zip coded city, face the addresses one way and tie. The package must be labeled to identify it. Mark or stamp the top piece "MIXED CITY" or use a facing slip bearing the words "MIXED CITY", provided the facing slip is folded over the edge of the top piece so that the city in the address is visible identifying it as a mixed city bundle.

FOR EXAMPLE:

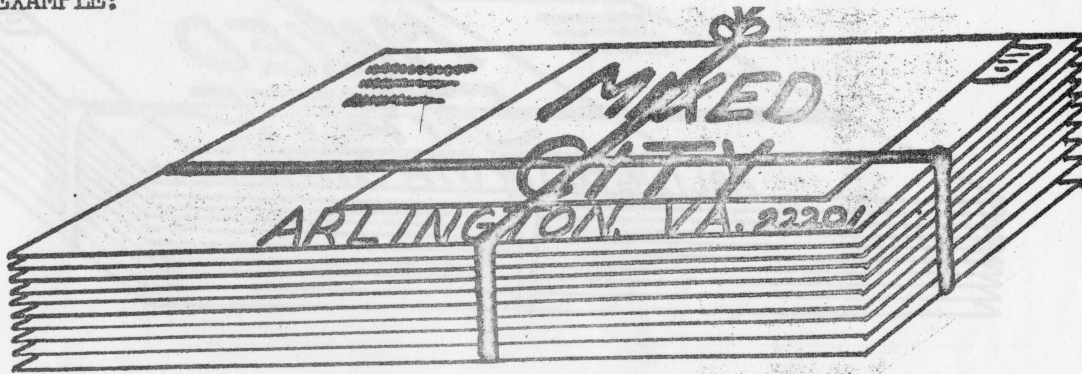
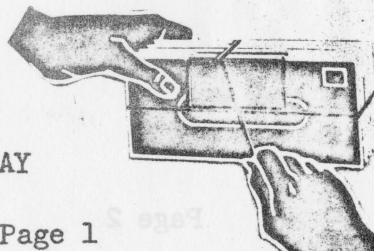
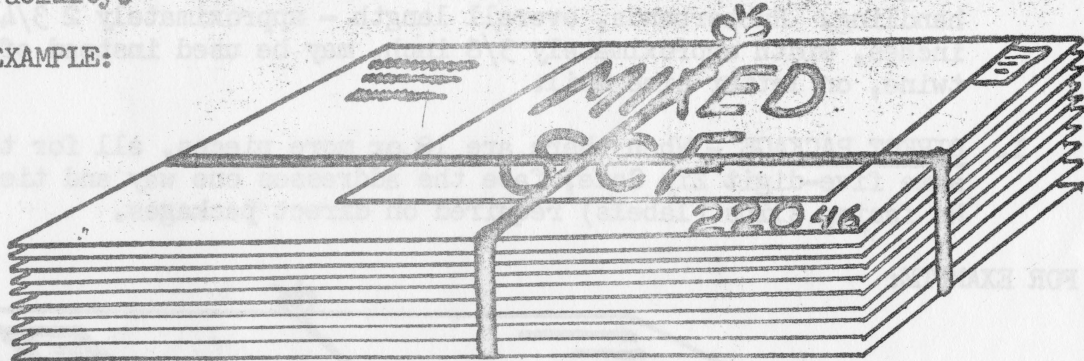


ILLUSTRATION OF CORRECT WAY
TO ATTACH A FACING SLIP:



3. MIXED SECTIONAL CENTER PACKAGE - When there are less than 10 pieces addressed to any of the Post Offices served by the same sectional center*, face the addresses one way and tie. The package must be labeled to identify it. Mark or stamp the top piece "MIXED SCF" or use a facing slip bearing the words "MIXED SCF", provided the facing slip is folded over the edge of the top piece so that the zip code in the address is visible identifying the sectional center facility.

FOR EXAMPLE:



*DEFINITION OF SECTIONAL CENTER FACILITY.

Same first three digits - different cities

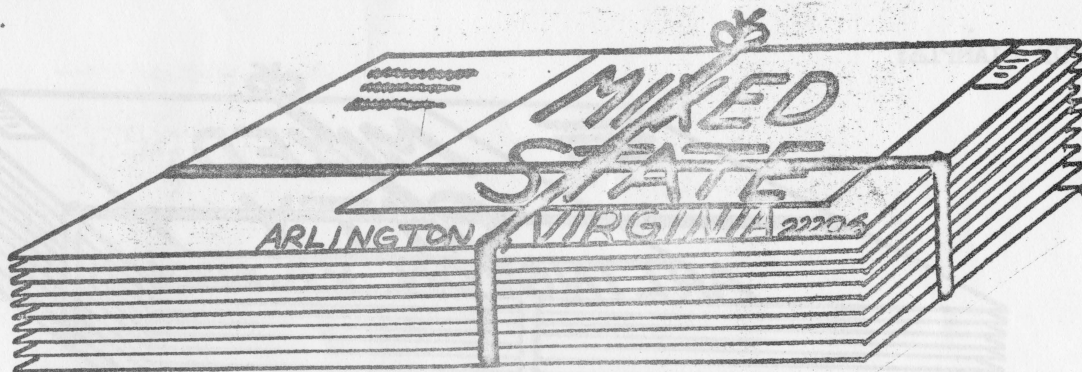
FOR
EXAMPLE:

{ Herndon - 22070
Annandale - 22003
Falls Church - 22046
Centerville - 22020

THESE CITIES ALL BELONG TO THE SAME SCF.

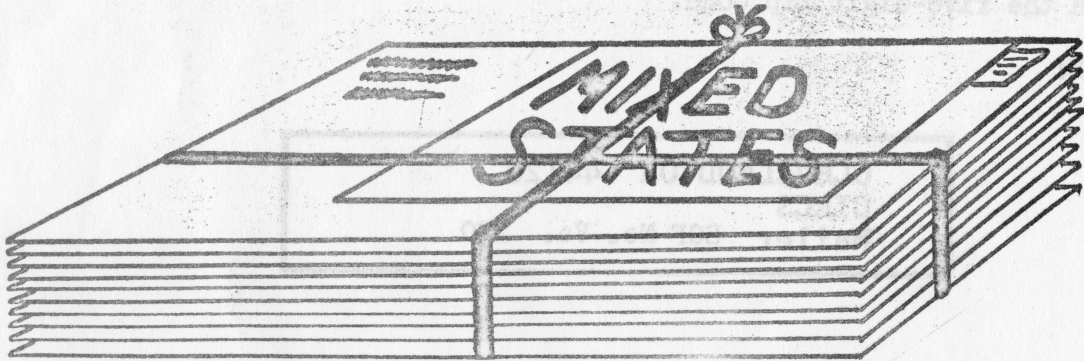
4. MIXED STATE PACKAGES - When there are less than 10 pieces addressed to any of the sectional centers of a state face the addresses and label the package "MIXED STATE". The label must not cover the state name.

FOR EXAMPLE:



5. MIXED STATES PACKAGES - When there are less than 10 pieces for any state face the addresses and label the packages "MIXED STATES". The label must cover the entire address.

FOR EXAMPLE:



Paper slips may be used as package labels. The top letter may also be used (if faced in) when sending mixed states bundles only..

CLEVELAND OH 441
CIRC
Mallory 307 No. Va. 230

307 CLEVELAND OH 440
CIRC
Mallory 307 No. Va. 230

1. Direct Sack - When there are sufficient direct packages for the same delivery unit of a multi-coded office or to a single coded office to fill a sack at least one-third full, they must be placed in a sack and the sack must be labeled showing the post office, State and the five-digit Zip Code.

FOR EXAMPLE:

CLEVELAND OH 44120
CIRCS
Mailer SCF No. Va. 220

2. Mixed City Sack - When there are sufficient mixed city packages, including direct packages, for the same multi-coded post office to fill a sack at least one-third full, they must be placed in a sack and the sack must be labeled showing the post office, State and the first three digits.

FOR EXAMPLE:

CLEVELAND OH 441
CIRCS
Mailer SCF No. Va. 220

3. Sectional Center Facility Sack - When there are a sufficient sectional center packages, including direct and mixed city packages served by the same sectional center, to fill a sack at least one-third full, they must be placed in a sack and the sack must be labeled showing the post office, State and the first three digits.

FOR EXAMPLE:

SCF CLEVELAND OH 440
CIRCS
Mailer SCF No. Va. 220

4. State Sack - When there are a sufficient number of state packages including direct, mixed city and sectional center packages for the same state to fill a sack at least one-third full, they must be placed in a sack and the sack must be labeled in the following manner:

FOR EXAMPLE: (next page)

DIS CLEVELAND OH 440
CIRCS OH
Mailer SCF No. Va. 220

5. Mixed State Sack - When there are insufficient Direct, Mixed City, Sectional Center or State packages to make separate sacks, they must be placed in a sack and the sack must be labeled in the following manner:

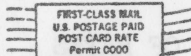
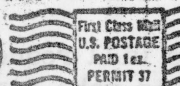
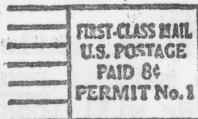
FOR EXAMPLE:

DIS SCF No. Va. 220
CIRCS MIXED STATES
Mailer SCF No. Va. 220

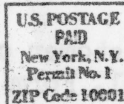
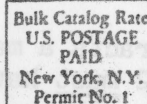
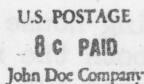
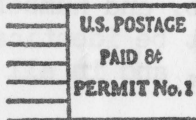
FORM OF PERMIT IMPRINTS

Permit imprints must be prepared in one of the forms illustrated. The addition of extraneous matter is not permitted.

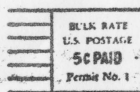
(a) FIRST-CLASS MAIL



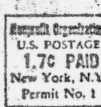
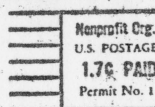
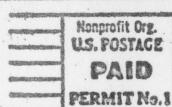
(b) SECOND-, THIRD-, AND FOURTH-CLASS MAIL (Date and First-Class Mail omitted)



(c) BULK THIRD-CLASS MAIL



(d) SPECIAL RATES FOR AUTHORIZED ORGANIZATIONS ONLY



STATEMENT OF MAILING

1. A statement of mailing is required on all bulk mail. Proper completion of this form is your key to the prompt processing of your mail. Carefully examine Form 3602 for proper preparation, paying particular attention to:

1. Total number of sacks in mailing.
2. Permit number
3. Total number of pieces in mailing.
4. Weight of a single piece.
5. Total postage chargeable.
6. Signature and telephone of mailer.

When it is found that entries made by the mailer on the face of Form 3602 are incorrect, the mailer may be required to submit a corrected statement before his mail is dispatched.

HOW TO FIND THE WEIGHT OF A SINGLE PIECE

2. Determine the exact weight of a single piece and the amount of postage required. When scales do not show exact weight of a single piece, weigh enough pieces to balance the beam on a scale. Then divide the total weight by the number weighed. (scales are available at all post offices.)
Example: 20 pieces weigh exactly $3\frac{1}{2}$ ounces
 $3.5 \div 20 = 0.175$ ounce.
THE WEIGHT OF A SINGLE OUNCE MUST ALWAYS BE
CARRIED TO THE THIRD DECIMAL POINT.

CHECK THE MAIL

3. Our employees will request the mailer to remain while he examines the mail. He should make certain that all the mail is properly sorted, faced and securely wrapped or tied in bundles. He will look for the complete imprint in the upper right hand corner.

APPLICATION OF RATES

4. The bulk rate is applied to mailings of identical pieces separately addressed to different addressees in quantities of not less than 50 pounds or of not less than 200 pieces. All the pieces in a bulk mailing must be identical as to size, weight, and number of enclosures, but the printed textual matter need not be identical. Postage is computed at both the pound and piece rate, and in all cases the higher rate will be charged.
5. When any customer contracts a mailing house to prepare and mail his material, Form 3602 must have both the name of the customer and the name of the firm that prepared the order.

SAMPLE ILLUSTRATIONS - FORM 3602

POST OFFICE DEPARTMENT				PERMIT NO.		
STATEMENT OF MAILING MATTER WITH PERMIT IMPRINTS						
MAILER: Prepare in duplicate, completing all items by typewriter, pen or indelible pencil.						
POST OFFICE	DATE	RECEIPT NO.	SACKS	CARTONS	OUTSIDE BUNDLES	
Arlington, Va. 22200	6-1-72		3			
<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered as second-class mail. <input checked="" type="checkbox"/> 3rd—Circulars and other printed matter, merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> 4th—Parcel post, books, merchandise, printed matter, 16 ozs. or more.						
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)		TELEPHONE NO.		<input checked="" type="checkbox"/> Check here when mailing is by authorized non-profit organization (Section 134.5 P.M.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Church of Arlington 3529 Pine-Way St. Arl. Va. 22200		394-2708		Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces.		
SIGNATURE OF PERMIT HOLDER OR AGENT		Weight of a single piece.		.228 OZS.		
Rev. Age		Number of pieces in a pound. (For third-class matter mailed at bulk rates.)		70		
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Total number of PIECES in mailing.		3,940		
		Total number of POUNDS in mailing.		56		
		Rate chargeable on each (check one)		<input type="checkbox"/> POUND <input checked="" type="checkbox"/> Piece is 1.8		
		TOTAL COMPUTED POSTAGE		\$66.98		

POD Form 3602

POST OFFICE DEPARTMENT				PERMIT NO.		
STATEMENT OF MAILING MATTER WITH PERMIT IMPRINTS						
MAILER: Prepare in duplicate, completing all items by typewriter, pen or indelible pencil.						
POST OFFICE	DATE	RECEIPT NO.	SACKS	CARTONS	OUTSIDE BUNDLES	
Alexandria, Va. 22300	2-9-73		7			
<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered as second-class mail. <input checked="" type="checkbox"/> 3rd—Circulars and other printed matter, merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> 4th—Parcel post, books, merchandise, printed matter, 16 ozs. or more.						
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)		TELEPHONE NO.		<input type="checkbox"/> Check here when mailing is by authorized non-profit organization (Section 134.5 P.M.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
ABC Corp. 3249 Byway Road Alex. Va. 22300		123-5690		Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year exceed 250,000 pieces.		
SIGNATURE OF PERMIT HOLDER OR AGENT		Weight of a single piece.		.800 OZS.		
John Bookman		Number of pieces in a pound. (For third-class matter mailed at bulk rates.)		20		
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Total number of PIECES in mailing.		5000		
		Total number of POUNDS in mailing.		250		
		Rate chargeable on each (check one)		<input type="checkbox"/> POUND <input checked="" type="checkbox"/> Piece is 4.8		
		TOTAL COMPUTED POSTAGE		\$240.00		

SAMPLE ILLUSTRATIONS - FORM 3602

POST OFFICE DEPARTMENT				PERMIT NO.	
STATEMENT OF MAILING MATTER WITH PERMIT IMPRINTS					
MAILER: Prepare in duplicate, completing all items by typewriter, pen or indelible pencil.					
POST OFFICE		DATE	RECEIPT NO.	SACKS	CARTONS OUTSIDE BUNDLES
Arlington, Va. 22200		6-1-72		3	
<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered as second-class mail. <input checked="" type="checkbox"/> 3rd—Circulars and other printed matter, merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> 4th—Parcel post, books, merchandise, printed matter, 16 ozs. or more.					
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)		TELEPHONE NO.		<input checked="" type="checkbox"/> Check here when mailing is by authorized non-profit organization (Section 134.5 P.M.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
Church of Arlington 3529 Pine-Way St. Arl. Va. 22200		394-2708		Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces.	
SIGNATURE OF PERMIT HOLDER OR AGENT		Weight of a single piece.		.228 OZS.	
Rev. Age		Number of pieces in a pound. (For third-class matter mailed at bulk rates.)		70	
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Total number of PIECES in mailing.		3,940	
		Total number of POUNDS in mailing.		56	
		Rate chargeable on each (check one)		1.7	
		<input type="checkbox"/> POUND <input checked="" type="checkbox"/> PIECE is —————			
		TOTAL COMPUTED POSTAGE		\$66.98	

POD Form 3602

POST OFFICE DEPARTMENT				PERMIT NO.	
STATEMENT OF MAILING MATTER WITH PERMIT IMPRINTS					
MAILER: Prepare in duplicate, completing all items by typewriter, pen or indelible pencil.					
POST OFFICE		DATE	RECEIPT NO.	SACKS	CARTONS OUTSIDE BUNDLES
Alexandria, Va. 22300		2-9-73		7	
<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered as second-class mail. <input checked="" type="checkbox"/> 3rd—Circulars and other printed matter, merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> 4th—Parcel post, books, merchandise, printed matter, 16 ozs. or more.					
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)		TELEPHONE NO.		<input type="checkbox"/> Check here when mailing is by authorized non-profit organization (Section 134.5 P.M.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
ABC Corp. 3249 Byway Place Alex. Va. 22300		123-5690		Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces.	
SIGNATURE OF PERMIT HOLDER OR AGENT		Weight of a single piece.		.800 OZS.	
John Bookman		Number of pieces in a pound. (For third-class matter mailed at bulk rates.)		20	
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Total number of PIECES in mailing.		5000	
		Total number of POUNDS in mailing.		250	
		Rate chargeable on each (check one)		4.8	
		<input type="checkbox"/> POUND <input checked="" type="checkbox"/> PIECE is —————			
		TOTAL COMPUTED POSTAGE		\$240.00	