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<b>Name:</b>	<b>Postal Services – Bulk Mailings</b>
Policy Number:	2-5006
Origin:	Financial Services
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Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
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Departments with large mail-outs (considered to be 2,000 pieces or more of regular letter mail or 300 pieces or more of parcels (exceeding 500 grams)) must contact Postal Services at least 48 hours in advance. This will ensure that sufficient postage and processing time is allotted.

Please note that as these large mailings must be processed along with regular volumes, Postal Services cannot guarantee that all pieces of a bulk mail-out will be processed the same day. Proper fit and insertion of material into the envelope by sending departments will affect the efficiency of processing through the equipment.

Canada Post offers a number of programs to reduce postage rates for large volume mail-outs provided they meet certain criteria. Please consult with the Postal Services for more detailed information on the various programs available.